



Cardinal Project Commonwealth of Virginia

General Ledger & Accounts Receivable Business Process Workshop April 2015



Agenda

Welcome and BPW Overview	9:00am – 9:30am
General Ledger Overview and Cardinal Impacts <ul style="list-style-type: none">• System Setup and ChartFields• Create and Process Budget Journals• Create and Process Journals	9:30am – 12Noon
Lunch	12Noon – 1:00pm
General Ledger Overview and Cardinal Impacts (continued) <ul style="list-style-type: none">• Period Close	1:00pm – 2:00pm
Accounts Receivable – Funds Receipts Overview and Cardinal Impacts <ul style="list-style-type: none">• Funds Receipts	2:00pm – 3:30pm
Agency Business Process Tasks	3:30pm – 4:45pm
Wrap Up	4:45pm – 5:00pm



BPW Overview



Purpose of Business Process Workshops

Business Process Workshops will:

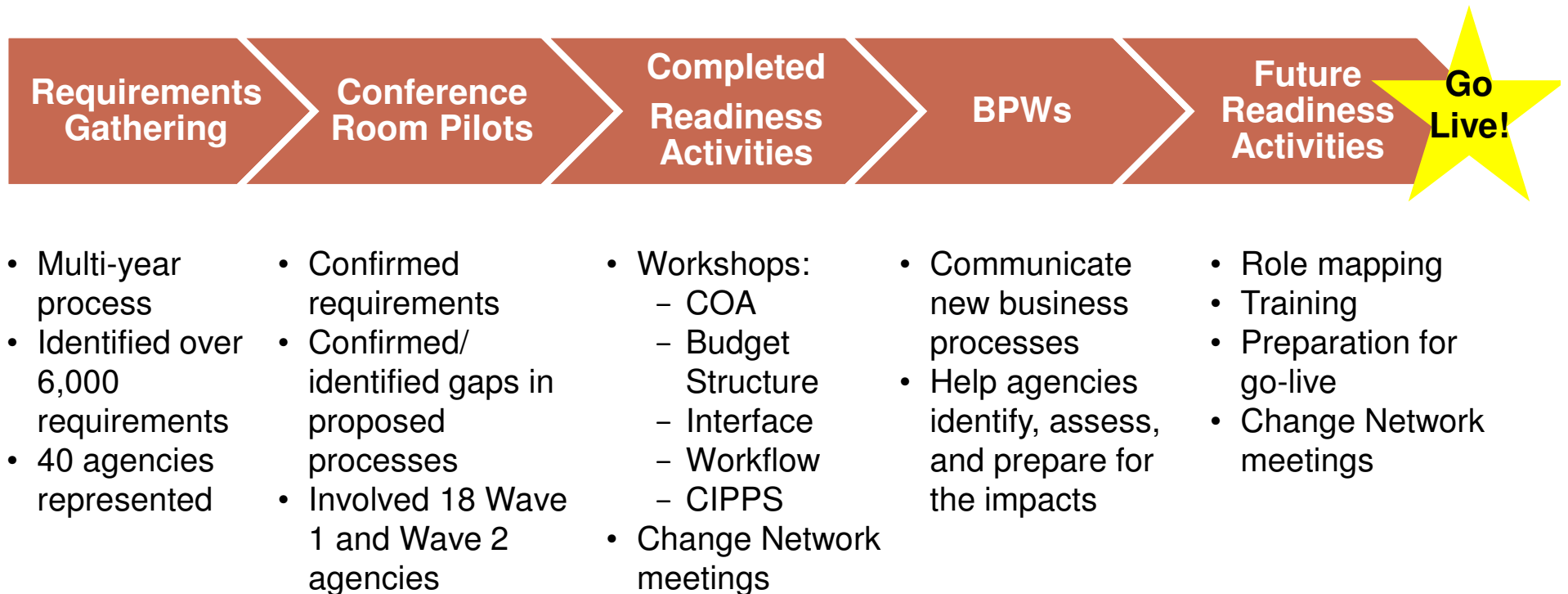
- Communicate key business process changes associated with the implementation of Cardinal
- Highlight potential agency impacts
- Highlight agency considerations for each impact
- Provide context for communicating high level process changes and impacts to agency stakeholders
- Prepare you to complete your agency's impact analysis (Task #42) and impact communication plan (Task #43)

Business Process Workshops will NOT:

- Identify every process change and agency impact
- Evaluate process change impacts at the agency level
- Focus on agency procedures
- Provide a system demonstration
- Provide system training



BPWs in Perspective





BPW Objectives

After completing this workshop, you will:

- Understand key Cardinal business processes for General Ledger and Accounts Receivable – Funds Receipts
- Be able to evaluate the major impacts these processes will have on your agency
 - Agency specific policies
 - Agency specific procedures
 - Agency specific forms
 - Agency users and their responsibilities
- Be prepared to complete your agency's impact analysis (Task #42)
- Be prepared to complete your agency's impact communication plan (Task #43)
- Continue the agency impact analysis process until go-live



Business Process Impact Analysis Timeline

April 2015	May 2015	June 2015
<div>Attend BPWs (Task ID #35)</div>		
<div>Prepare Agency Impact Analysis (Task ID #42)</div>		
	<div>Prepare Agency Impact Communication Plan (Task ID #43)</div>	



Guiding Principles

“Change is hard because people overestimate the value of what they have – and underestimate the value of what they may gain by giving that up.”

– James Belasco and Ralph Stayer; Flight of the Buffalo (1994)

- Keep an open mind
- Be forward thinking in how your agency can adapt
- Evaluate for gaps (tell us what we didn't address!)
- Tap into your resources (fellow Primary Contacts, the Cardinal Project)
- Inform your agency about the changes and impacts
- Remain engaged



Global Impacts

- **Cardinal is a transactions-based system**
 - Cardinal transactions are replacing CARS batch types and transaction codes
 - Each transaction (Accounts Payable voucher, General Ledger journal, Expense report, Accounts Receivable deposit) requires individual approval (versus the CARS approval by batch process)
 - Transactions have multiple editing (pass/fail) checkpoints before they are posted
- **End-users should have basic accounting knowledge**
 - Users should have an understanding of debits and credits and Double-Entry Accounting
 - Users will need to know the new Cardinal Chart of Accounts values and have basic accounting knowledge
- **CARS is the accounting system of record until June 2016**
 - Cardinal must be reconciled with CARS until CARS is retired
- **Cardinal consists of distinct modules (GL, AP, AR and EX)**
 - Transactions are entered and posted into Accounts Payable, Expenses, and Accounts Receivable, then journal generated to the General Ledger
 - Because transactions have multiple points of editing, validation, and processing, they can post in source modules before posting to General Ledger (impacting query and report results)
- **In Cardinal, cash is not impacted until the payment is posted**
 - Vouchers will not credit cash immediately and will instead credit a payable. Cash balances are only affected when payments are made, deposits are posted, or journals are posted.
 - Expense transactions will normally credit cash the same night as posted since they are immediately paid
- **FINDS**
 - Financial data will not be loaded into FINDS once CARS is retired (after June 2016). Agencies that use FINDS downloads for reconciliation with CARS will need to use Cardinal reports and queries to obtain detail (as Cardinal will not be interfaced to CARS or FINDS).

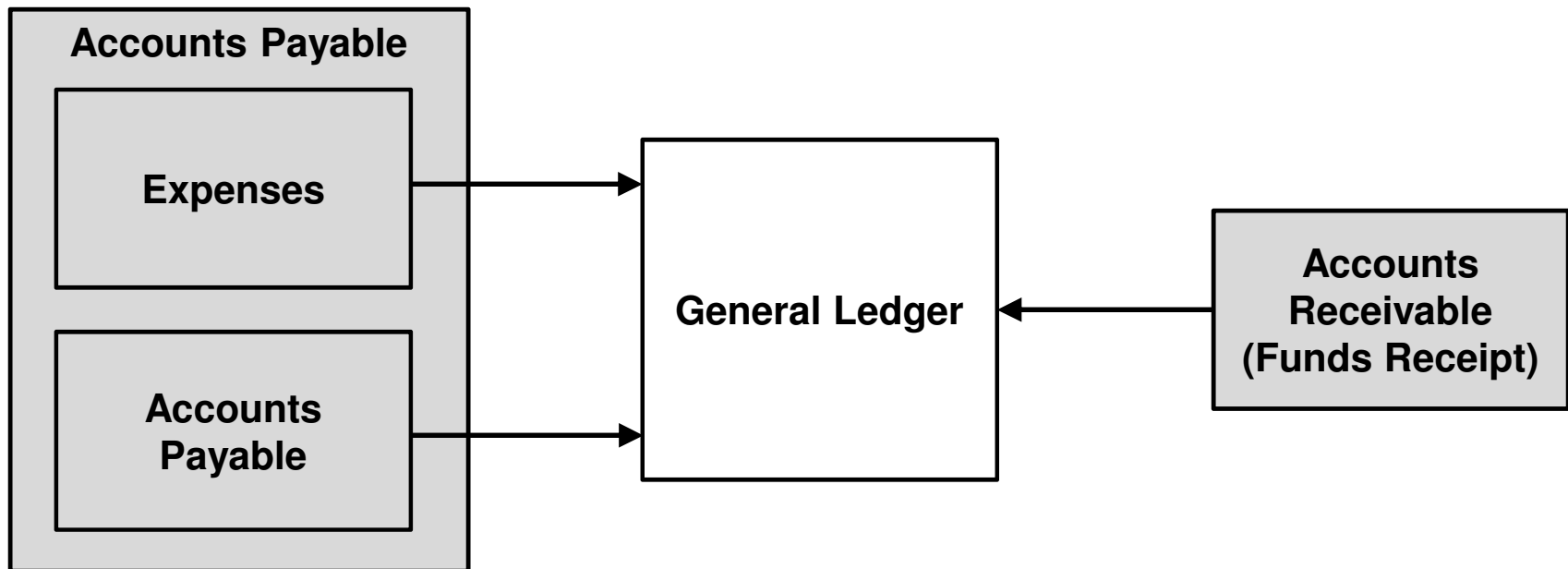


General Ledger Overview and Cardinal Impacts



Cardinal System Map

Shown below is the Cardinal system map and how the Accounts Payable, Expenses, Accounts Receivable and General Ledger modules relate to each other.





General Ledger Module and Processes

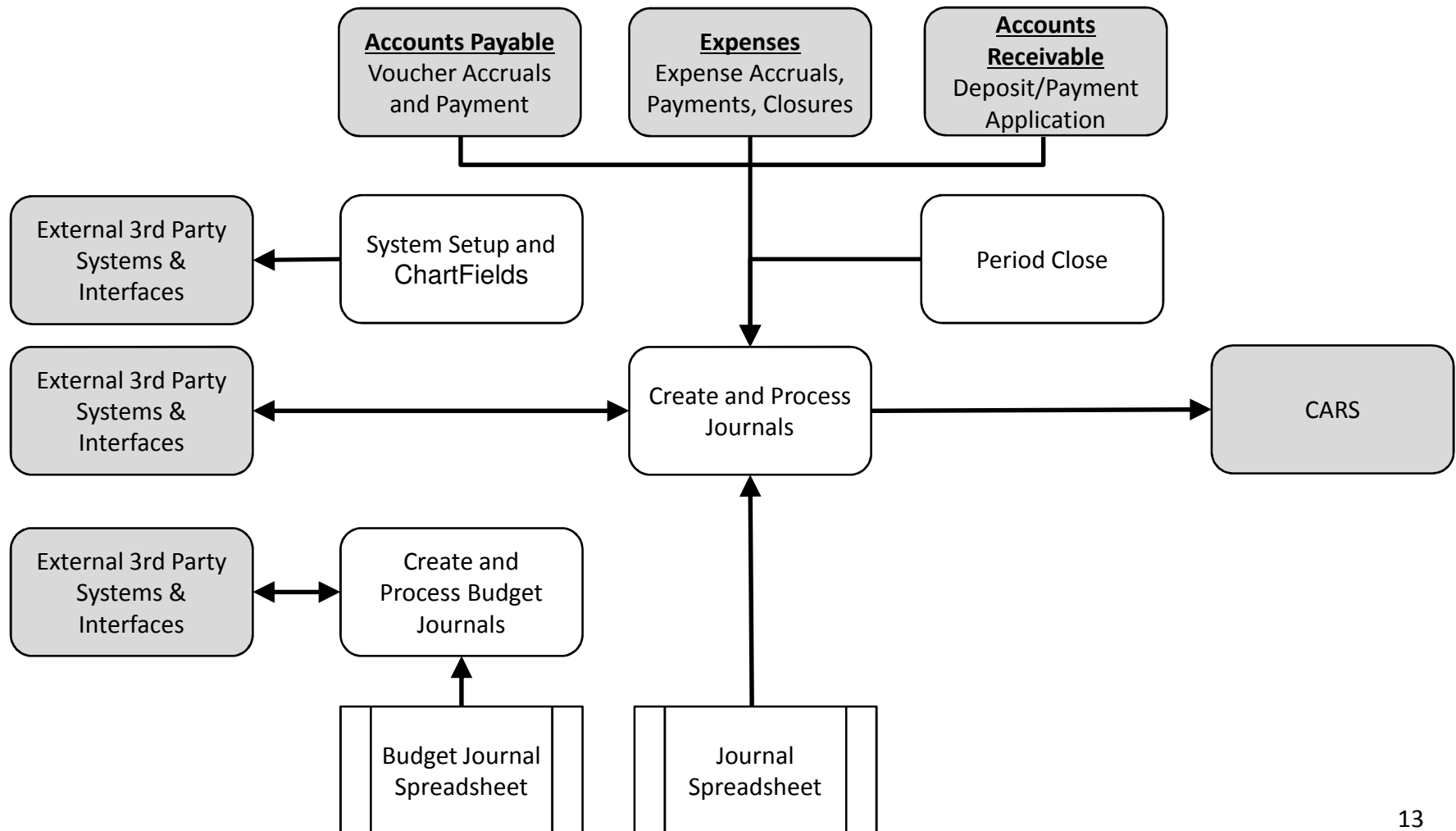
General Ledger (GL) is the module that contains all the ledgers (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

The General Ledger processes in Cardinal are:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close



General Ledger End-to-End Process





Process Definition: System Setup and ChartFields

System Setup and ChartFields is the business process for maintaining the fields and tables that store the Chart of Accounts (COA) and provides the system with the basic structure to segregate and categorize transactional and budget data.

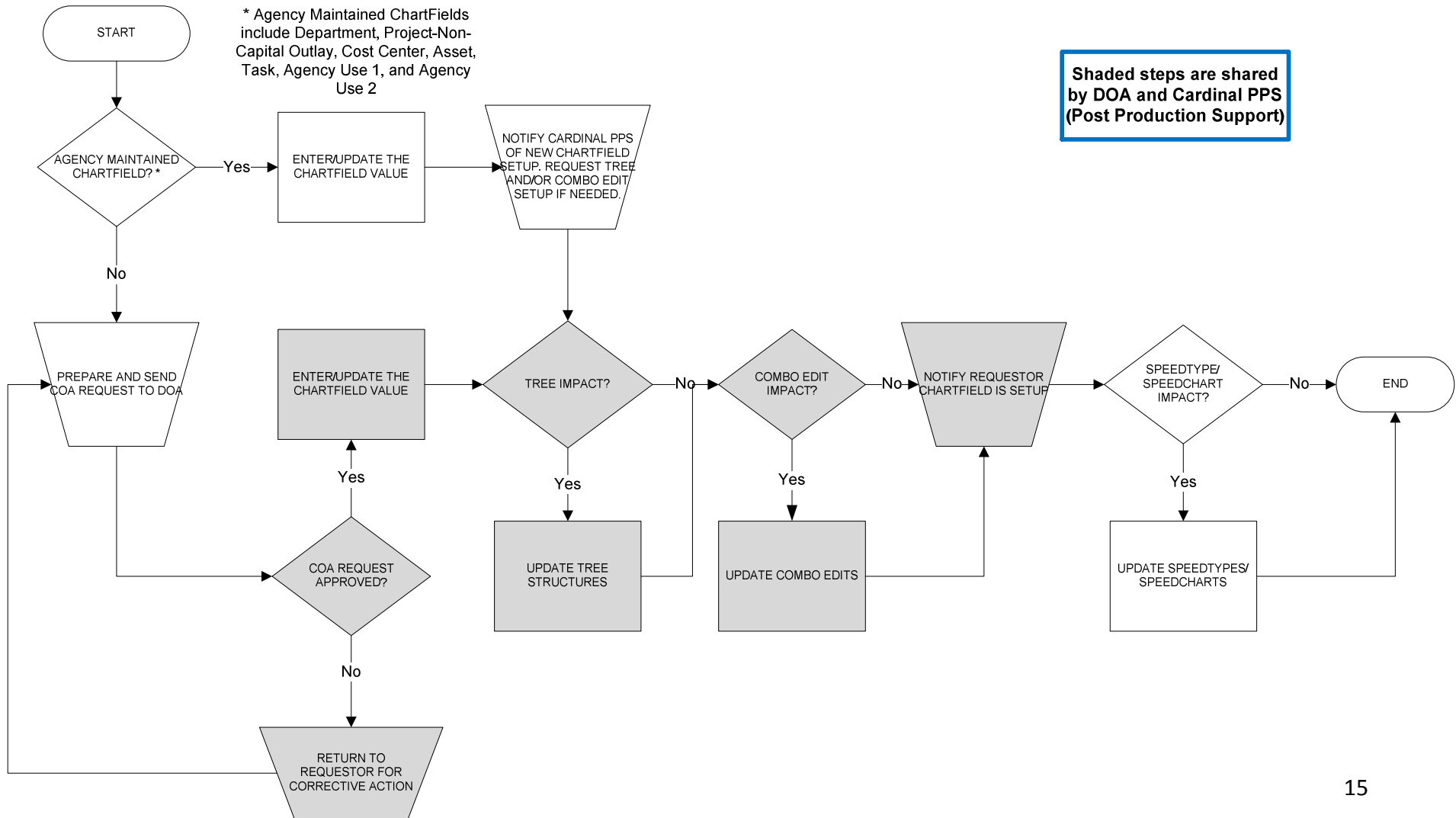
This process includes the following ChartField Maintenance tasks:

- Add, modify, maintain ChartField values
- Update Tree structures
- Update Combination Edits
- Create and maintain SpeedTypes and SpeedCharts



Process: System Setup and ChartFields

Sub-process: Maintain ChartFields





Process Impacts: System Setup and ChartFields

	Process Change	Impacts	Agency Considerations
GL01	Some Cardinal ChartField values differ from the Chart of Account elements used in CARS.	Your staff needs to learn the new ChartField values and structure in order to transact in Cardinal.	<p>Which agency-maintained ChartFields did your agency select?</p> <p>How will you communicate your new Chart of Accounts structure and values to your agency?</p> <p>How will these changes impact existing agency-based systems and processes that currently use CARS Chart of Accounts values?</p>



Process Impacts: System Setup and ChartFields (continued)

	Process Change	Impacts	Agency Considerations
GL02	<p>Some ChartField values are maintained by agencies and some are maintained centrally.</p> <ul style="list-style-type: none">• Agency-maintained - Department, Cost Center, Project – Non-Capital Outlay, Task, Asset, Agency Use 1, Agency Use 2• Centrally-maintained - Fund, Account, Program, FIPS, Project – Capital Outlay	<p>You need to add, modify and inactivate the agency-maintained ChartField values if used by your agency.</p> <p>All other ChartFields require your agency to submit a form to DOA General Accounting to set up the ChartField before it can be used in Cardinal.</p>	<p>At your agency, who needs access to add/modify/inactivate agency-maintained ChartFields?</p> <p>What processes need to be developed to add/modify/inactivate agency-maintained ChartFields?</p> <p>How will interfacing agencies manage changes to ChartFields in their agency system?</p>



Process Impacts: System Setup and ChartFields (continued)

	Process Change	Impacts	Agency Considerations
GL03	<p>Cardinal uses Tree functionality as part of its structure.</p> <p>Trees provide a link between the Cardinal financial structure and tables and enhance reporting and query capability.</p> <p>Cardinal tree functionality allows related data to be summarized (e.g., Program/Service Areas to high level Programs) for review, reporting, budgeting, etc. PPS maintains trees.</p>	<p>Before values are added on trees, you need to understand data relationships for departments and implications of how those relationships are depicted on trees for processing, editing, and reporting purposes.</p> <p>Your reports reflect the relationships documented in trees. If trees are incorrect, your workflow routings and your reports may be wrong.</p> <p>Tree updates require a help desk ticket submission.</p>	<p>What data relationships for departments exist in your agency?</p> <p>How can you structure tree relationships to optimize reporting for your agency?</p> <p>Who in your agency needs to understand the department tree structure and the implications of changes in department values (e.g., workflow)?</p>



Process Impacts: System Setup and ChartFields (continued)

	Process Change	Impacts	Agency Considerations
GL04	<p>SpeedTypes and SpeedCharts are available as a shortcut to auto populate some ChartFields when entering a transaction in Cardinal.</p> <p>The use of SpeedTypes and SpeedCharts enhances efficiency (can enter more quickly) and effectiveness (can enter more accurately).</p>	<p>Your users need to be familiar with the SpeedType and SpeedChart functionality.</p> <p>Your agency is responsible for the set up and maintenance of SpeedTypes and SpeedCharts.</p>	<p>Will your agency want to set up SpeedTypes and SpeedCharts?</p> <p>What process will you need to develop to add/modify SpeedTypes and SpeedCharts?</p> <p>Will you need to update your agency's procedures to include SpeedTypes and SpeedCharts?</p>



Process Impacts: System Setup and ChartFields (continued)

	Process Change	Impacts	Agency Considerations
GL05	<p>Employee profiles in CIPPS contain the CARS accounting distribution lines that are used on the payroll journal processed in Cardinal.</p> <p>Payroll journals are interfaced to Cardinal from CIPPS.</p> <p>Cardinal SpeedTypes are used to translate the CARS accounting distribution line in the CIPPS payroll journal interface file to the appropriate Cardinal accounting distribution line when the payroll journal is loaded into Cardinal (Agency Task #21A/B).</p>	<p>CIPPS is not being updated to reflect the new Cardinal ChartFields – it will continue to use the CARS Chart of Account fields.</p> <p>In Cardinal, you need to maintain SpeedTypes to translate CARS accounting distribution line fields to the correct Cardinal ChartFields.</p> <p>When the interface file from CIPPS is processed in Cardinal, the SpeedTypes populate the appropriate accounting distribution lines on the journal entry in Cardinal.</p> <p>This applies even after CARS is retired (as long as CIPPS has not been updated to the Cardinal Chart of Account structure).</p>	<p>What will your process be for keeping CIPPS programmatic data and Cardinal SpeedTypes in sync?</p>



Maintain ChartFields

CARDINAL

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 91100

Effective Date Find | View All First 1 of 1 Last

*Effective Date:	01/01/1901	Attributes	Long Description
*Status:	Active	<input type="checkbox"/> Budgetary Only	
*Description:	Comptroller		
*Short Description:	Comptrol		
Manager ID:		Manager Name:	
*Company:	COV	*Location Code	1510
		*Location SetID	15100

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#)

Impacts:

- GL02: Your users need to add, modify and inactivate ChartField values maintained and used by your agency.



Maintain ChartFields (continued)

SpeedType

SetID: 15100 ☐ Publish Data

SpeedType Key: 94100

Type of SpeedType: Universal (All Users)

Description: Internal Audit

Account:

Fund: 01000 General Fund

Program: 737002 Disbursements Review

Department: 94100 Internal Audit

Cost Center:

Task:

FIPS:

Asset:

Agency Use 1:

Agency Use 2:

PC Business Unit:

Project:

Impacts:

- GL04: SpeedTypes/ SpeedCharts are created and maintained by the agency.
- These SpeedTypes / SpeedCharts auto populate ChartField values as defined by your agency.
- Your users will need to be familiar with the SpeedType / SpeedChart codes available.



Department Trees

Tree Viewer

SetID: 15100 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: DEPT_OVERALL DOA Dept Overall

[Close](#) [Display Options](#) [Print Format](#)

99999 > 10000

[Collapse All](#) | [Expand All](#) [Find](#) First Page 20 of 21 Last Page

99999 - DOA

10000 - DOA - All Non-GA Departments

- 60200] - Commonwealth Health Research
- 91100] - Comptroller
- 91200] - EDI Prenotes
- 92100] - Admin Svcs & Public Records
- 93100] - Personnel
- 94100] - Internal Audit
- 94400] - Disbursements Review
- 95200] - Financial Reporting
- 95500] - Commonwealth Vendor Group
- 95700] - FSRI - Cardinal
- 95800] - FSRI - Performance Budgeting
- 95900] - SPCC and Quality Assurance
- 97200] - Payroll Production
- 97500] - Payroll Service Bureau
- 98300] - Systems Analysis & Programming
- 98400] - Chief Technology Officer & DBA
- 99800] - Converted Blank Dept

10001 - DOA - GA Departments

[Collapse All](#) | [Expand All](#) [Find](#) First Page 20 of 21 Last Page

Impacts:

- GL03: ChartFields, like Department, can be added to trees. Users need to understand the data relationships that will be depicted in trees.

Key Points:

- Trees are diagrams that establish your ChartField values at summary levels or hierarchies exactly as they are displayed on the screen.
- Details (represented by a leaf) are the lowest level, and are the ChartField values.



Business Process Activity: System Setup and ChartFields

Briefly review the material covered in the System Setup and ChartFields business process section. Within your group, review the change impacts below and discuss the questions (15 minutes). Use the activity worksheets to record your responses. Be prepared to share what your group has listed with the rest of the workshop attendees.

GL01: Some Cardinal ChartField values differ from the Chart of Account elements used in CARS.

GL02: Some ChartField values are maintained by agencies and some are maintained centrally.

Agency Specific Procedures

- Which agency maintained ChartFields will your agency be using, if any?
- Will agency specific procedures need to be developed to add / modify / inactivate agency maintained ChartFields?
- If you are an interfacing agency, how will changes to ChartFields be managed in your agency system?

Agency Specific Forms

- Do you need to update, develop new, or eliminate any agency specific forms to request new, or updates to existing, ChartFields, SpeedTypes, or SpeedCharts?

Agency User Responsibilities

- How will the new Chart of Accounts affect users in your agency?
- Who needs access to add / modify / inactivate agency maintained ChartFields in your agency?
- If your agency elects to use SpeedTypes and SpeedCharts, who is affected? What types of information do you need to assist users in transitioning to the use of SpeedTypes and SpeedCharts?
- Who in your agency will add / modify / inactivate SpeedTypes and SpeedCharts?



Process Definition: Create and Process Budget Journals

Budget journals are used to establish or update budget amounts in Cardinal. The budget journal provides the means to record entries to budget ledgers (a Cardinal budget structure), a control ChartField, and budget key ChartFields such as Program, Fund, and Account, etc.

The Create and Process Budget Journals process provides for budgetary control against predefined and authorized budgets within the General Ledger and the sub-modules. The budget structure will be defined prior to creating budget journals.

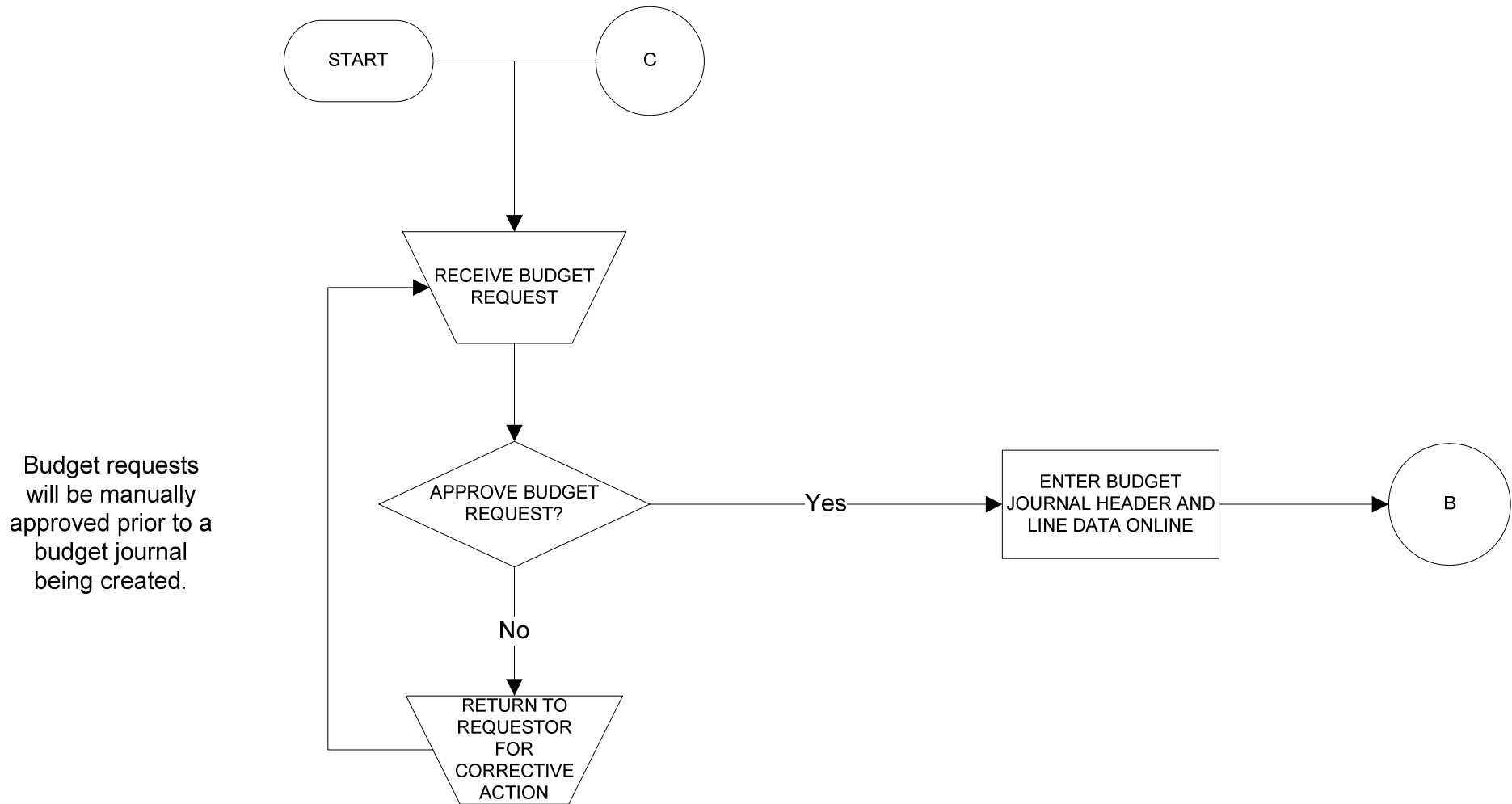
This process includes the following sub-processes:

- Create Manual Budget Journals
- Create Batch Budget Journals
- Process Budget Journals



Process: Create and Process Budget Journals

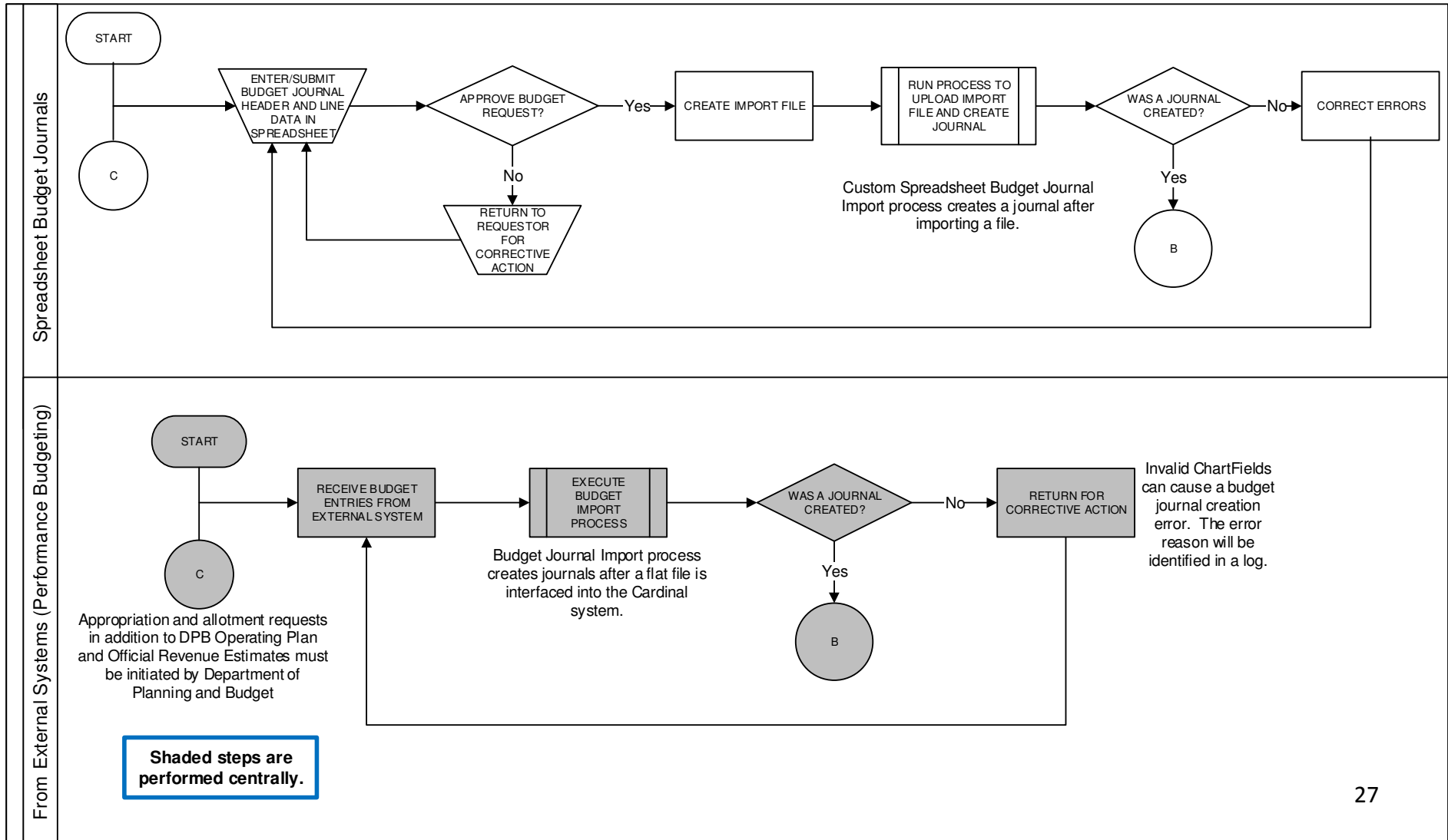
Sub-process: Create Manual Budget Journals





Process: Create and Process Budget Journals

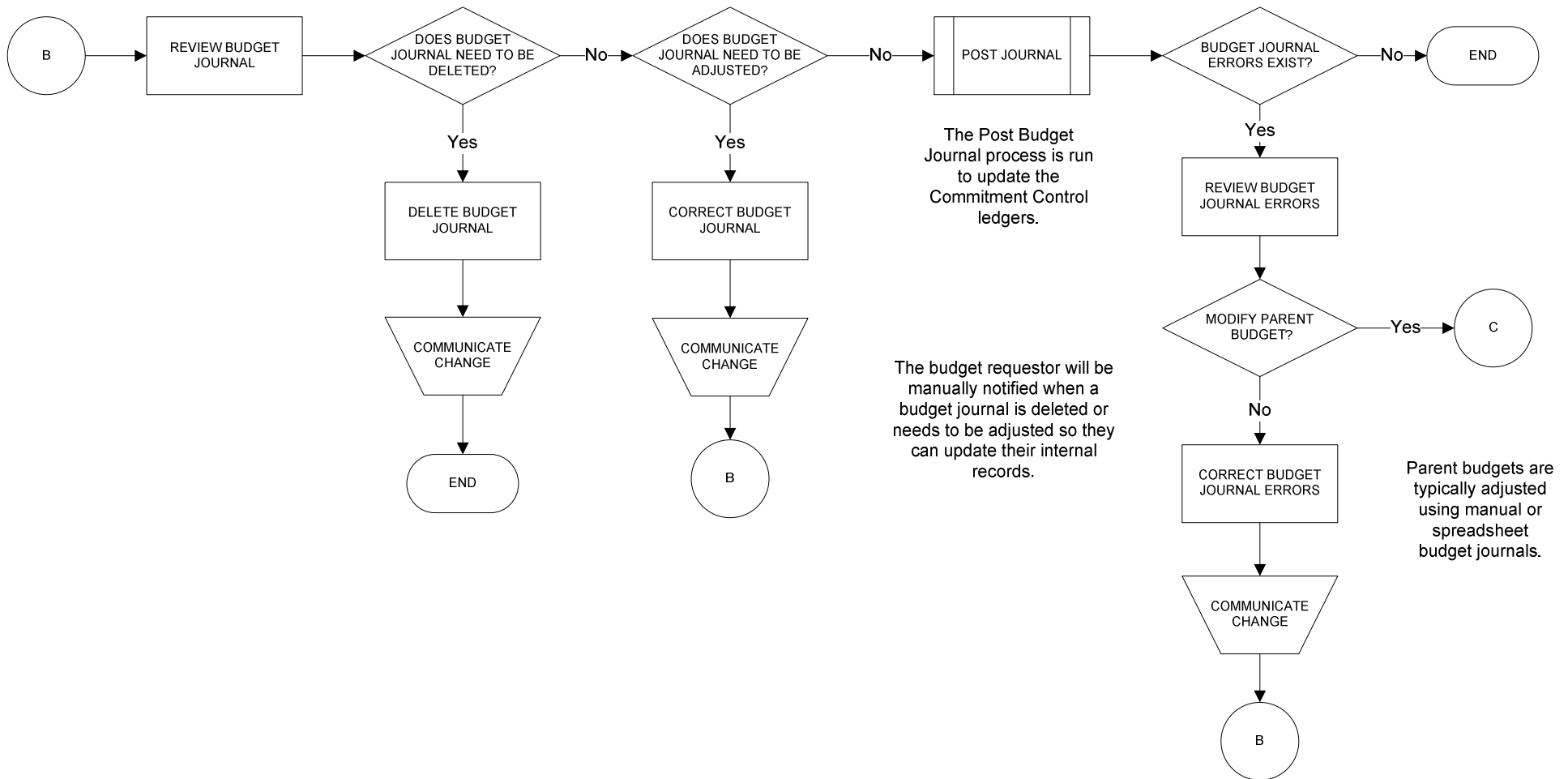
Sub-process: Create Batch Budget Journals





Process: Create and Process Budget Journals

Sub-process: Process Budget Journals





Process Impacts: Create and Process Budget Journals

	Process Change	Impacts	Agency Considerations
GL06	Cardinal has more flexibility and options for setting up agency level budgets.	If you have elected to use agency level budgets in Cardinal (Agency Task #14), you need to create and post agency level budget journals.	<p>Who in your agency will create and post agency level budgets in Cardinal?</p> <p>Do you need to establish agency policies and procedures regarding the creating and updating of agency level budgets?</p> <p>Will your project budgets need to roll forward at the end of the fiscal year?</p>
GL07	<p>Cardinal has the ability to upload budget spreadsheet journals for agency level budgets.</p> <p>Budget spreadsheet journals increase the capability of entering large and complex budget journals.</p>	Your users need to learn how to use the budget spreadsheet upload tool.	<p>Will you use the budget spreadsheet journal upload functionality?</p> <p>Which entries are you currently processing manually that could be more efficiently processed using the budget spreadsheet journals?</p>



Manual Budget Journals

CARDINAL

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget_Header | Budget_Lines | Budget_Errors

Unit: 15100 Journal ID: 0000014541 Date: 03/05/2013 Budget Header Status: None

*Process: **Post Journal** [Process]

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Amount
<input type="checkbox"/>	1	C_OPR_B	2013		5012000	06090	7040		Set Options	1,500.00

Lines to add: 1 [+] [-] [Journal Line Copy Down](#)

From Line: ☐ To: ☐ [Generate Budget Period Lines](#)

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	1,500.00
--------------	---	---------------	------	----------------	----------

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Impacts:

- GL06: If you have elected to use agency level budgets, you need to create and update the budgets in Cardinal.

Key Points:

- Each agency level budget journal is reviewed and approved online individually. Budget journals are not routed for approval by workflow.



Process Definition: Create and Process Journals

Create and Process Journals is the main function within General Ledger. This process is used to post financial transactions to the General Ledger.

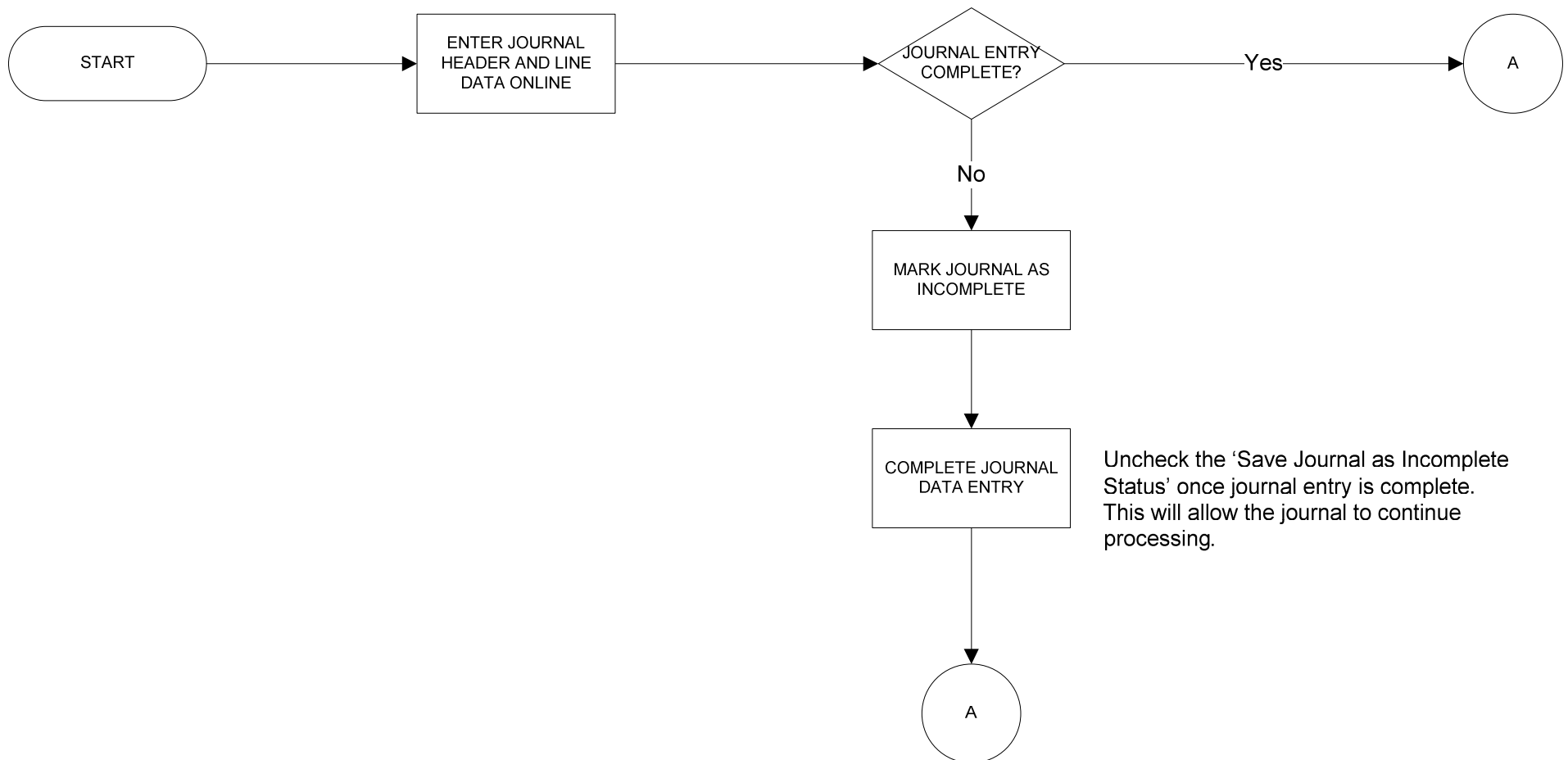
This process includes the following sub-processes:

- Create Manual Journals
- Create Batch Journals
- Process Journals
- Process Agency to Agency (ATA) Journals



Process: Create and Process Journals

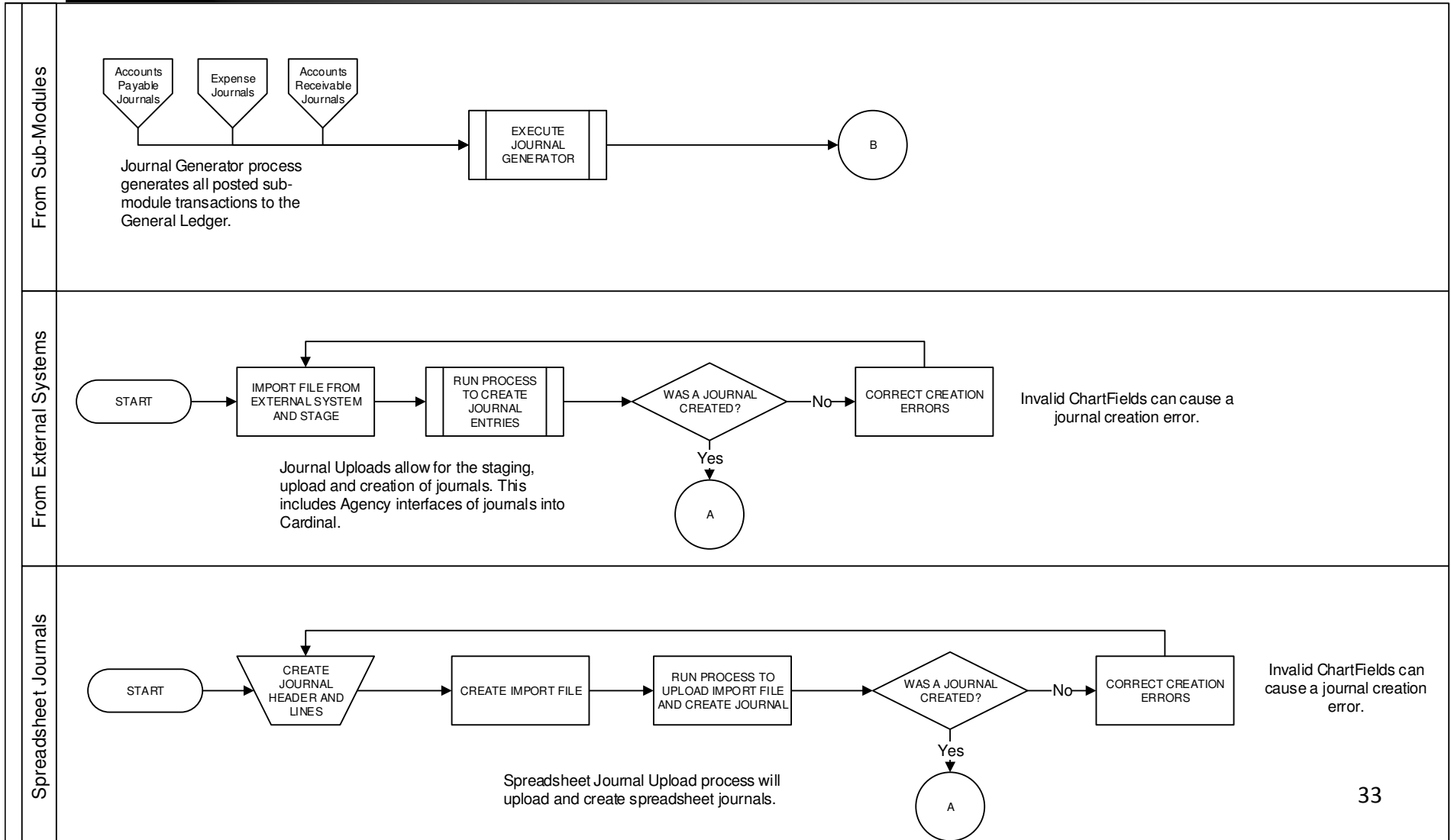
Sub-process: Create Manual Journals





Process: Create and Process Journals

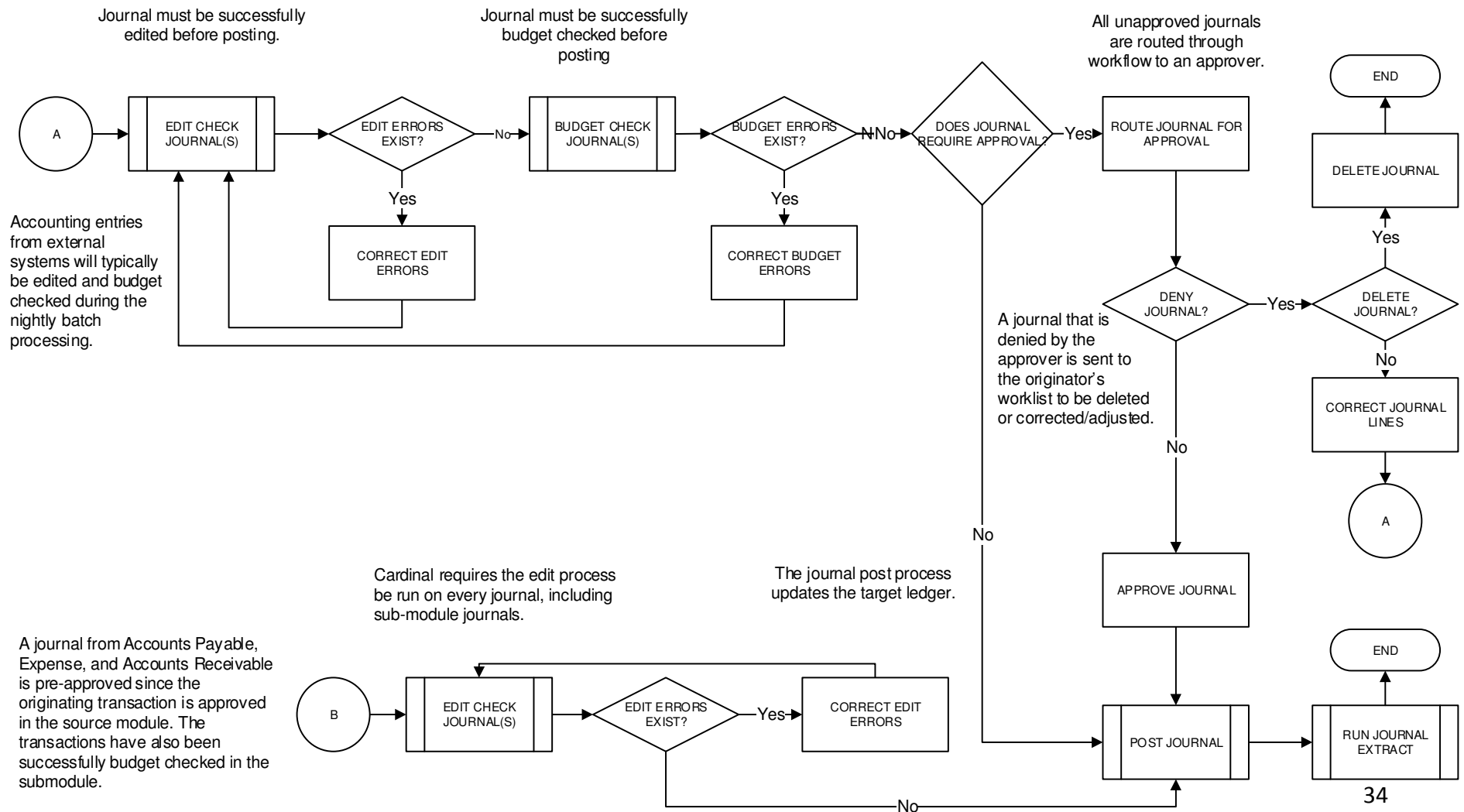
Sub-process: Create Batch Journals





Process: Create and Process Journals

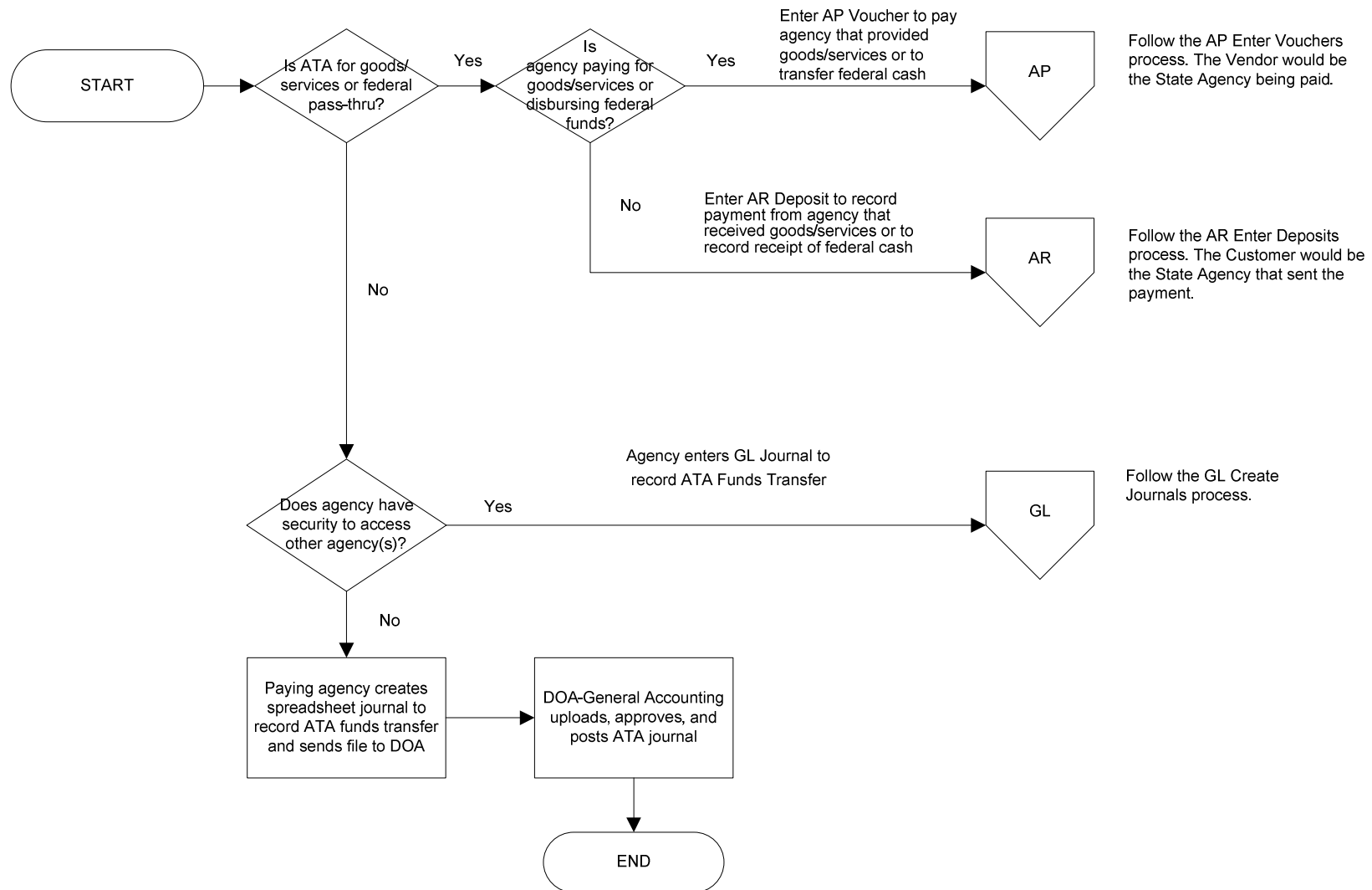
Sub-process: Process Journals





Process: Create and Process Journals

Sub-process: Process ATA Journals





Process Impacts: Create and Process Journals

	Process Change	Impacts	Agency Considerations
GL08	<p>Cardinal provides some real-time online validation of journals as well as combination edits.</p> <p>Combination edits are used to validate the relationship between different ChartFields based on rules configured in Cardinal.</p> <p>In Cardinal, combination edits validate journals when the edit process is run.</p>	<p>You must correct edit-related errors before the journal can be budget checked.</p> <p>The user that enters the journal also enters the corrections into Cardinal instead of sending a request to DOA to correct the error.</p>	<p>Will you need to update your agency procedures for resolving edit errors?</p>
GL09	<p>In Cardinal, users can receive budget errors real-time rather than through an overnight batch process.</p>	<p>You must correct budget errors before the journal can be routed for approval.</p>	<p>Will you need to update your agency procedures for resolving budget exceptions?</p> <p>Who will resolve budget errors at your agency?</p>



Process Impacts: Create and Process Journals (continued)

	Process Change	Impacts	Agency Considerations
GL10	<p>Cardinal is transaction driven and has separate modules and processes to indicate the type of transaction.</p> <p>Users must enter specific account distributions to be debited and credited in GL journals.</p> <p>GL journals must balance (debits = credits) before the journal can be saved.</p>	<p>Your users need to know the Chart of Accounts values and have basic accounting knowledge.</p> <p>Users need to know the full accounting distribution in order to balance their journals.</p>	<p>Have you selected the right users to send to accounting fundamentals training?</p> <p>Will you need to update your agency maintained forms for GL journals?</p>
GL11	<p>Cardinal has the ability to upload spreadsheet journals.</p> <p>Spreadsheet journals increase the capability of entering large and complex journals.</p>	<p>Your users need to learn how to use the spreadsheet upload tool.</p>	<p>Will you use the spreadsheet journal upload functionality?</p> <p>Which entries are you currently processing manually that could be more efficiently processed using the spreadsheet journals?</p>



Process Impacts: Create and Process Journals (continued)

	Process Change	Impacts	Agency Considerations
GL12	Cardinal has the ability to attach a document to the journal.	The ability to attach documents to the journal can help your documentation and review process.	Will you need to update your processes for documenting journal entries? What types of documentation do you want to attach to online journals?
GL13	Most online transactions are entered directly into Cardinal, which sends data to CARS via an interface. Direct entry into both systems (CARS and Cardinal) for the same transaction is rare and used primarily when there are reconciling items, e.g., a fee is charged to an agency in CARS and must be recorded in Cardinal.	You may need to make entries directly in CARS in order for CARS and Cardinal to reconcile. You now have two systems to reconcile to your internal records.	Will you need to update your processes for reconciling Cardinal and CARS to your internal records?



Process Impacts: Create and Process Journals (continued)

	Process Change	Impacts	Agency Considerations
GL14	<p>In Cardinal, ATAs will be handled with three separate processes depending on the type of ATA.</p> <p>Transfer of funds will be handled in the General Ledger with an ATA Journal.</p> <p>Inter-agency payments will be handled in Accounts Payable with a voucher. Inter-agency deposits will be handled in Accounts Receivable with a deposit.</p>	<p>Depending on the transaction, inter-agency transactions are processed in different modules.</p>	<p>Who will process your agency's ATAs?</p> <p>Will you need to update your agency's internal processes for handling ATAs?</p>



Process Impacts: Create and Process Journals (continued)

	Process Change	Impacts	Agency Considerations
GL15	<p>In Cardinal, agencies will not be able to enter ATA journals for agencies outside of their control group.</p> <p>DOA will process ATA journals in order to transfer funds across agencies.</p>	<p>You cannot enter an ATA Journal for another business unit outside of your control group.</p> <p>You will prepare a spreadsheet journal and e-mail the text file to DOA to process the journal.</p>	<p>What ATAs are you currently processing that will need to follow this new process?</p>
GL16	<p>Cardinal uses workflow to route online GL journals for approval.</p> <p>The approver reviews their Worklist in order to approve or deny GL journals.</p> <p>Denied GL journals need to be corrected or deleted.</p>	<p>You will now approve or deny GL journals online.</p>	<p>Who will be approving GL journals in your agency?</p> <p>Will you require original documentation to be scanned and attached to the entry for approval?</p>



Process Impacts: Create and Process Journals (continued)

	Process Change	Impacts	Agency Considerations
GL17	Interfaced journals that do not pass the Cardinal upload edits are not loaded into Cardinal.	<p>Users need to review the Journal Upload Error Report to identify errors and determine corrective actions.</p> <p>Errors must be corrected by either resubmitting the corrected data or by entering the journal online.</p>	<p>Who will be reviewing the Journal Upload Error Report?</p> <p>How will you correct the errors?</p>
GL18	Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for journals that are interfaced or entered online in Cardinal.	<p>Users need to log into Cardinal to research, review, and correct errors online.</p> <p>Interfaced journals updated online will need agency level approval online in Cardinal.</p>	<p>Who will be reviewing the status of the journals that were uploaded or entered online in Cardinal?</p> <p>Who will correct the errors?</p>



Manual Journals - Header

CARDINAL Home | Worklist

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: NEXT Date: 04/01/2013

Long Description: Sample Journal Entry

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 10

Reference Number: ADB Date: 04/01/2013

Journal Class: ☐ Auto Generate Lines

Transaction Code: GENERAL ☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

SJE Type: CARS Indicator: Send to CARS

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Impacts:

- GL10: Cardinal is transaction driven. There are no batches as in CARS.
- GL12: The attachment link allows documents to be attached and associated with a journal. These documents can be used in your review process.
- GL13: CARS Indicator: The options **Send to CARS** or **Do Not Send to CARS** will be available until CARS is retired.



Manual Journals - Lines

CARDINAL

Home | Worklist | Add to Favorites | S

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page

Header | **Lines** | Totals | Errors | Approval

Unit: 15100 | Journal ID: 0000016156 | Date: 03/26/2013 | ☐ Errors Only

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [View Audit Logs](#)

Inter/IntraUnit | *Process: Edit Journal | Process | Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5011360	01000	717001	91100		
<input type="checkbox"/>	2	15100	ACTUALS		101010	01000		91100		

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100.00	100.00	V	N

Save | Return to Search | Notify | Refresh | Add | Update/Display


Header | Lines | Totals | Errors | Approval

Impacts:

- GL08/09: You must correct all errors before the journal can be approved.
- GL10: Your users need to know the Chart of Accounts values and have a basic accounting knowledge.
- GL10: Users must enter both the debit and credit account codes and related accounting distributions. Online total debit and credit allow the ability to view whether or not the journal balanced prior to running the batch processes (debits = credits).



Journals – Upload Error Report

		Commonwealth of Virginia JOURNAL UPLOAD ERROR REPORT		Run Date: 03/19/2015 Run Time: 01:26 00	
Report ID: GL593		Page No. 1 of 2			
Transactional GL BU: 13600 Upload Date Range: 02-OCT-2014 to 19-MAR-2015					
File Name: 13600_GL600_IN_01222015_1548_001a.da Upload Date: 22-JAN-2015					
GL Journal BU:	13600				
Journal ID	Journal Line	Error Field Name	Field Value	Error Description	
00063611	0	JRNLTOTAL_LINES	6	The total number of journal lines on the header row does not match with the actual number of journal lines.	
Summary totals are only displayed when the report is run for a submitting Business Unit.					
File Name: 13600_GL600_IN_01272015_1320_001.dat Upload Date: 27-JAN-2015					
GL Journal BU:	13600				
Journal ID	Journal Line	Error Field Name	Field Value	Error Description	
00063771	0	JOURNAL_DATE	2014-12-31	Journal Date (2014-12-31) is not within the open period: fiscal year 2015 period 7 to fiscal year 2015 period 7.	
00063772	0	JOURNAL_DATE	2014-12-31	Journal Date (2014-12-31) is not within the open period: fiscal year 2015 period 7 to fiscal year 2015 period 7.	
Summary totals are only displayed when the report is run for a submitting Business Unit.					

Impacts:

- GL 17: Users need to review the Journal Upload Error Report to identify errors and determine corrective actions.



Journals – Error Review

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Business Unit: [Search](#)
 Journal ID: [Search](#)
 Journal Date: [Search](#)
 Document Sequence Number: [Search](#)
 Line Business Unit: [Search](#)
Journal Header Status:
 Budget Checking Header Status: [Search](#)
 Source: [Search](#)
 User ID: [Search](#)
 Attachment Exist: [Search](#)
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results of a possible 351 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
50100	0000013570	11/17/2012	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	SPJ	USD	1078	84543.13	0	Federal to State
50100	0000019986	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019987	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019988	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019989	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity

Impacts:

- GL18: Users need to log into Cardinal to research, review, and correct errors online. Interfaced journals updated online will need agency level approval online in Cardinal.



Process Definition: Period Close

Period Close is initiated at calendar milestones (e.g., month end, year end). The General Ledger and sub-modules can close accounting periods on different dates for a given accounting period.

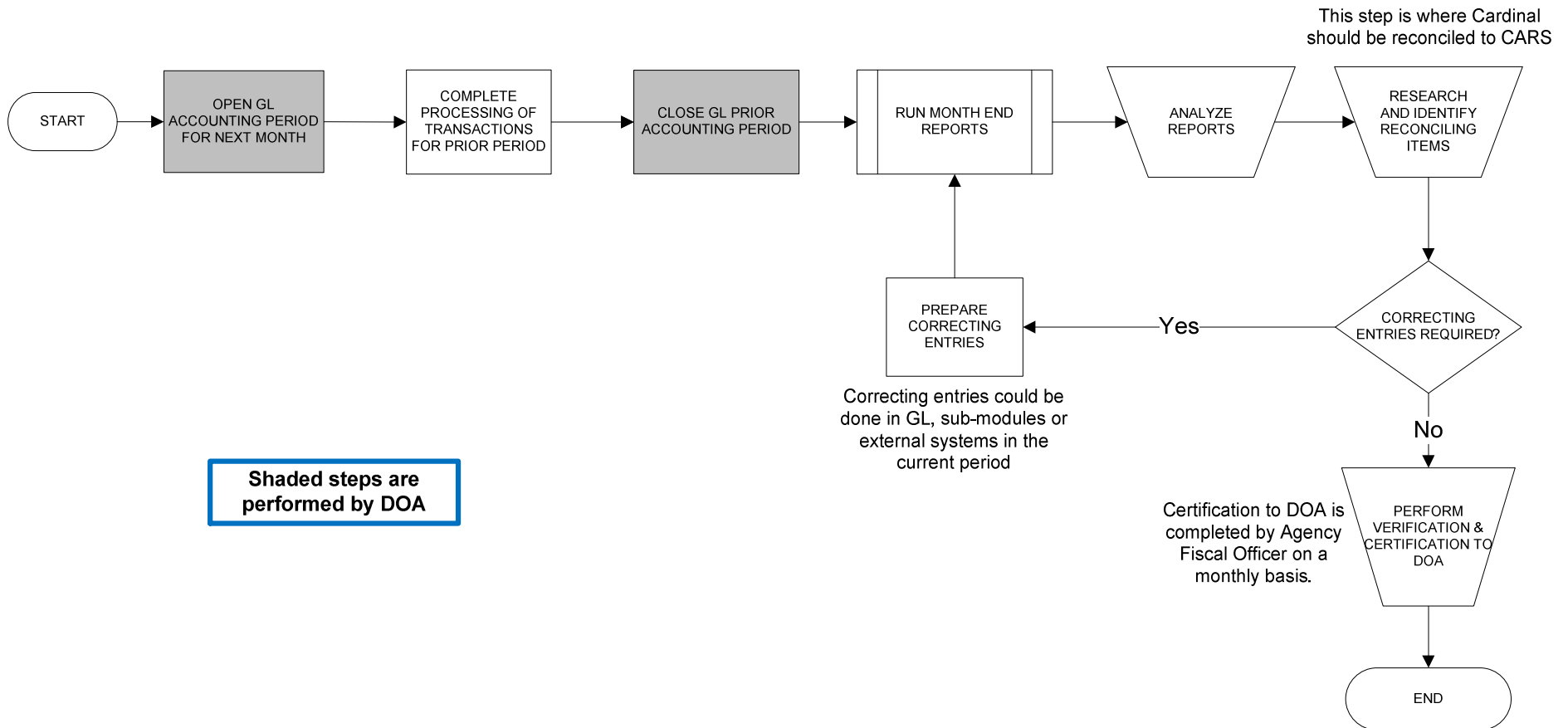
This process includes the following sub-processes:

- Month End Close
- Year End Close
- Budget Year End Close



Process: Period Close

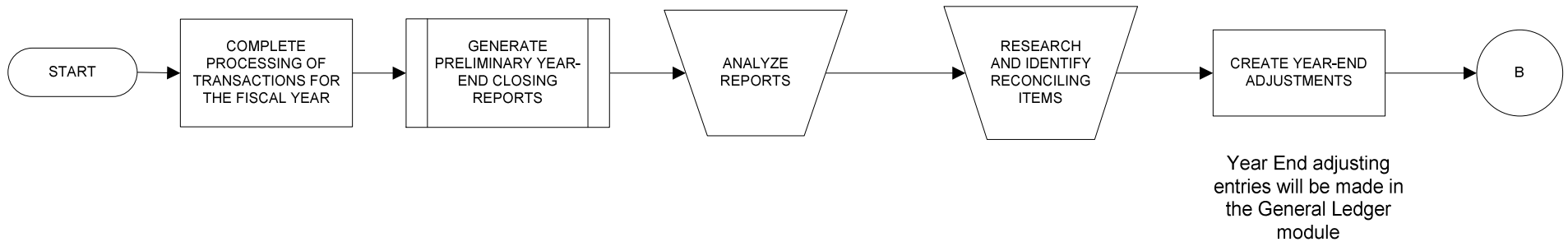
Sub-process: Month End Close





Process: Period Close

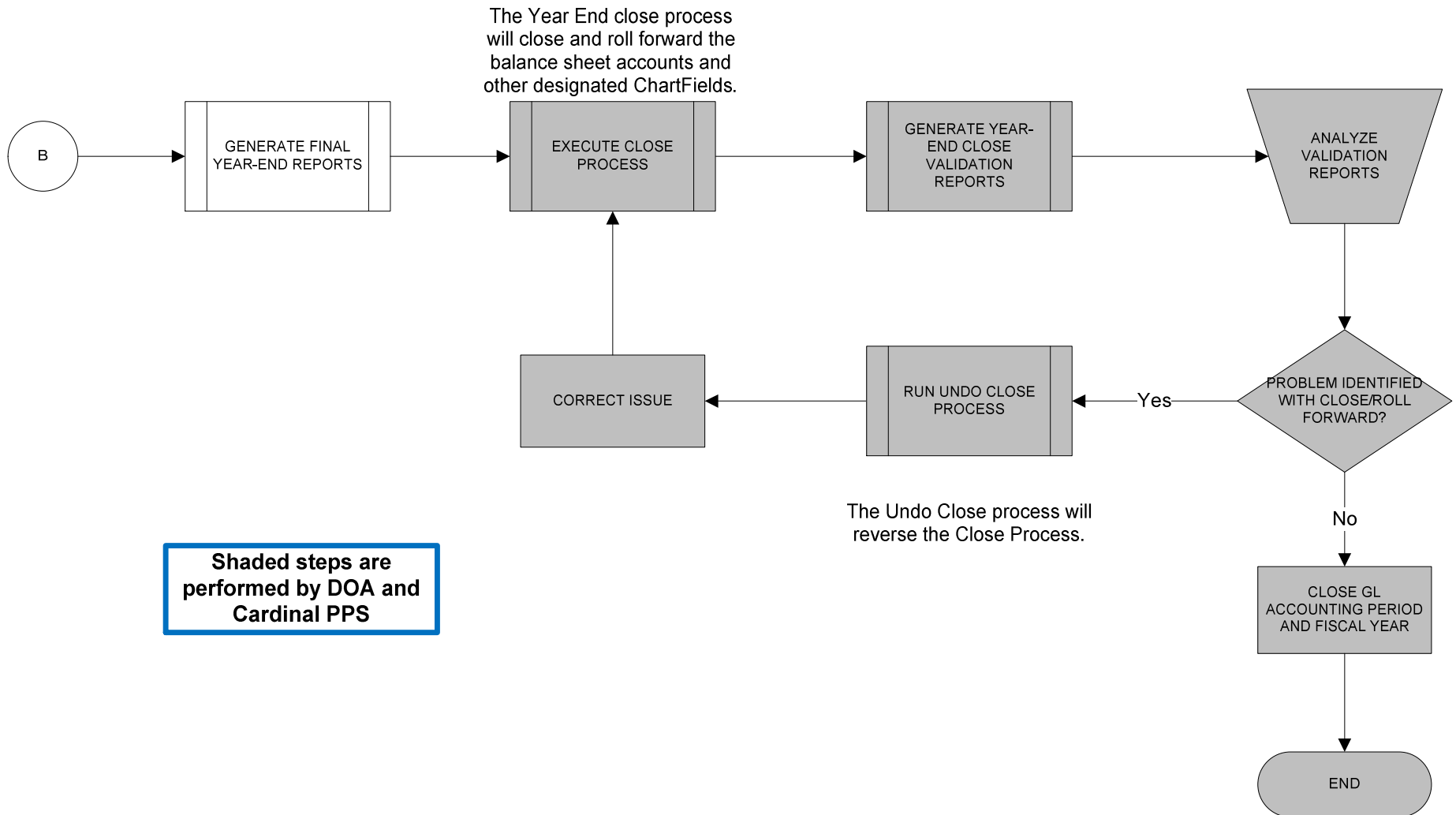
Sub-process: Year End Close





Process: Period Close

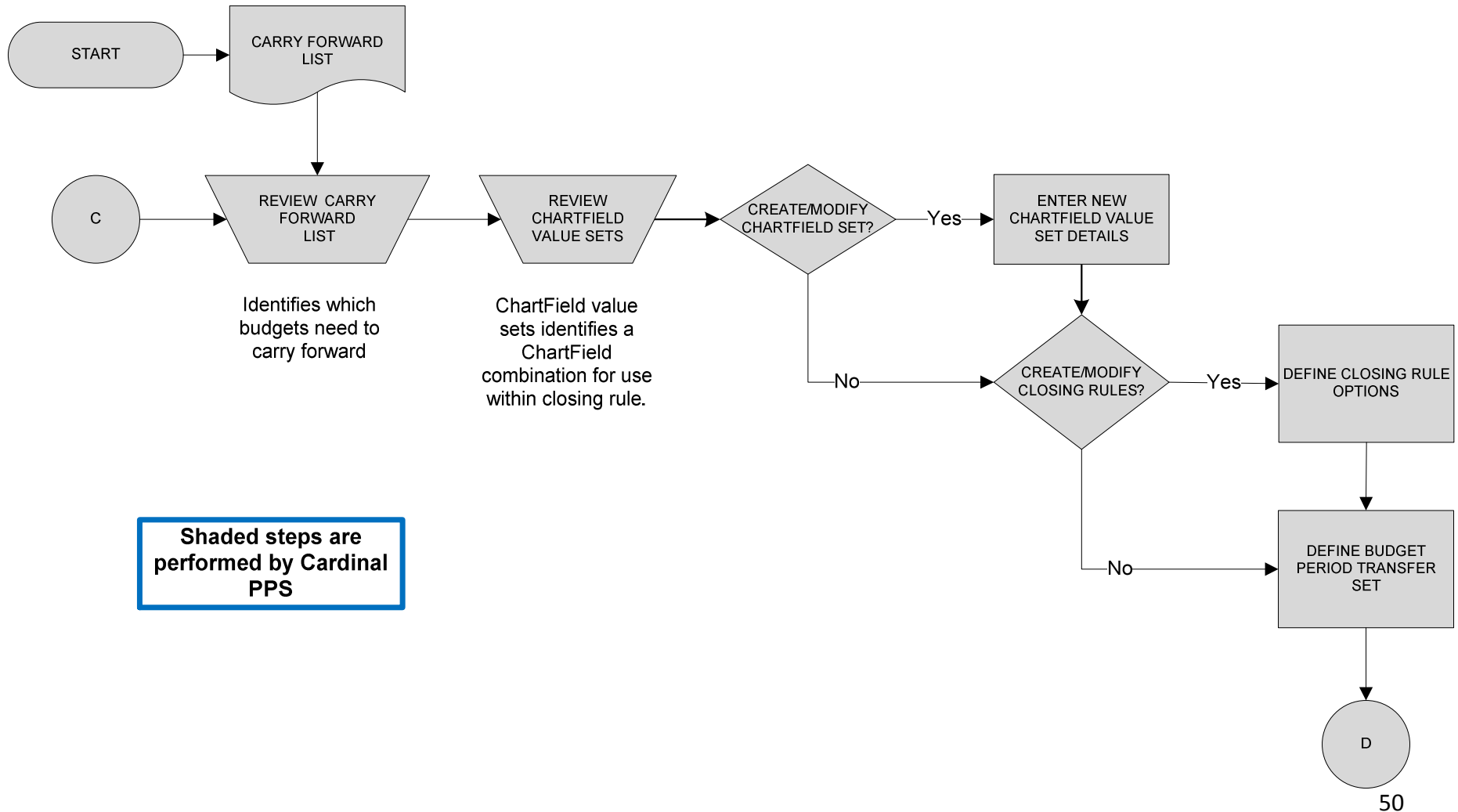
Sub-process: Year End Close (continued)





Process: Period Close

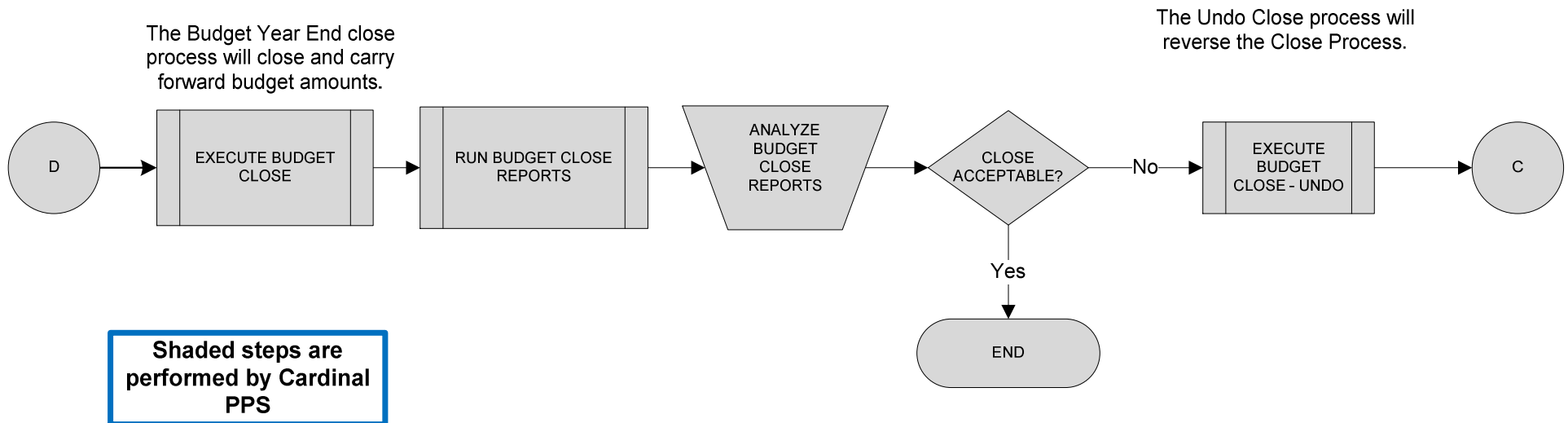
Sub-process: Budget Year End Close





Process: Period Close

Sub-process: Budget Year End Close (continued)





Process Impacts: Period Close

	Process Change	Impacts	Agency Considerations
GL19	<p>Cardinal provides a broad array of online reporting and query tools to view or report on current and historical data entered in into the system.</p> <p>Many of these reports and queries can be exported to Excel, csv or xml formats.</p>	<p>You can view or run reports as you need them for current and/or historical data.</p>	<p>Will you need to update your agency's processes for reporting?</p> <p>What are the reporting needs of your agency?</p>
GL20	<p>Cardinal transactions need to reconcile between Cardinal and CARS, as CARS is still the system of record until it is retired at the end of FY2016.</p> <p>For interfacing agencies, transactions must reconcile across the agency based financial system(s), Cardinal and CARS.</p>	<p>Until CARS is retired in 2016, you need to reconcile CARS to Cardinal each month and resolve any exceptions.</p> <p>You need to reconcile your agency based financial system(s) to Cardinal each month and resolve any exceptions.</p>	<p>What processes will you need to develop to reconcile CARS to Cardinal?</p> <p>What processes will you need to develop to reconcile your agency based financial system(s) to Cardinal?</p>



Process Impacts: Period Close

	Process Change	Impacts	Agency Considerations
GL21	Cardinal transactions are interfaced to CARS on a nightly basis and posted in CARS the following night.	<p>Agencies should expect a one day delay before transactions are posted in CARS.</p> <p>Until CARS is retired at the end of FY2016, transactions that need to interface to CARS must be posted in Cardinal one day before CARS period close.</p>	What closing processes are impacted at your agency?



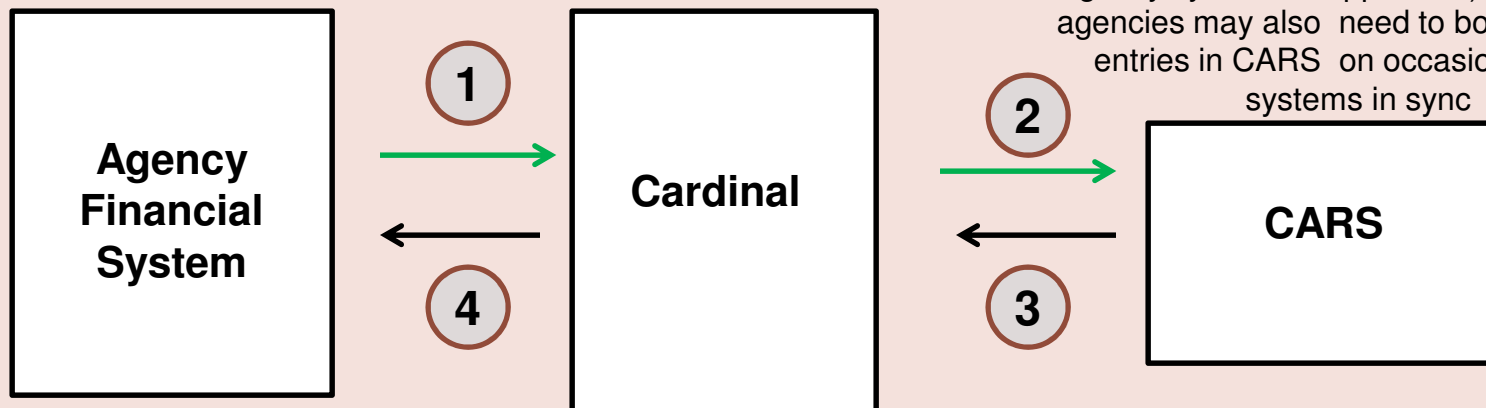
Cardinal Reconciliation Model (Interfacing Agencies)

Interfacing Agencies will be required to reconcile the three systems (Agency System, Cardinal and CARS) until CARS is retired

Agency system will be the primary point of entry and approval for agency accounting transactions

Interfacing agencies may need to book adjusting entries in Cardinal on occasion to keep systems in sync

Until CARS is retired (end of Fiscal Year 2016), Central Journal Processing (e.g. Parking, etc.) will be initiated in CARS (Cardinal agencies will need to manually replicate these entries in Cardinal and the agency system as applicable). Interfacing agencies may also need to book adjusting entries in CARS on occasion to keep systems in sync



1 – New automated interfaces will feed agency transactions to Cardinal

2 – Existing automated interface will feed Cardinal transactions to CARS (voucher payment detail will NOT go to CARS)

3 – Existing automated interface will feed CARS history transactions to Cardinal, where they will be used ONLY for analysis purposes to assist in the reconciliation process (these transactions will not be processed in Cardinal as accounting entries)

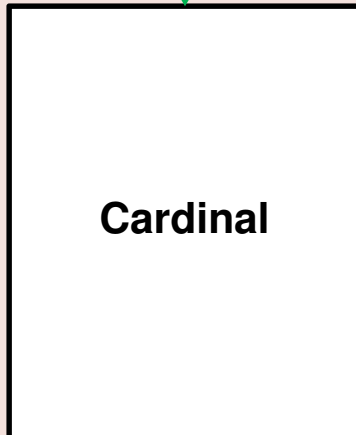
4 – New automated interface will feed Cardinal history transactions to Agency system



Cardinal Reconciliation Model (Online Agencies)

Online Agencies will be required to reconcile the two systems (Cardinal and CARS) until CARS is retired

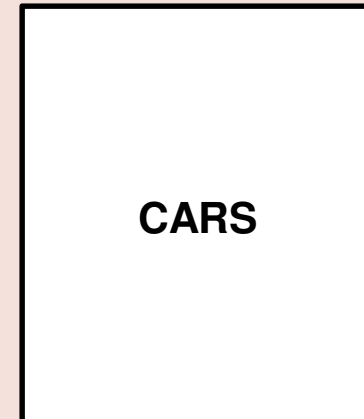
Cardinal will be the primary point of entry and approval for agency accounting transactions starting February 2016



Existing automated interface will feed Cardinal transactions to CARS



Existing automated interface will feed CARS history transactions to Cardinal, where they will be used ONLY for analysis purposes to assist in the reconciliation process (these transactions will not be processed in Cardinal as accounting entries)



Until CARS is retired (end of Fiscal Year 2016), Central Journal Processing (e.g. Parking, etc.) will be initiated in CARS (Cardinal agencies will need to manually replicate these entries in Cardinal as applicable). Cardinal agencies may also need to book adjusting entries in CARS on occasion to keep the two systems in sync

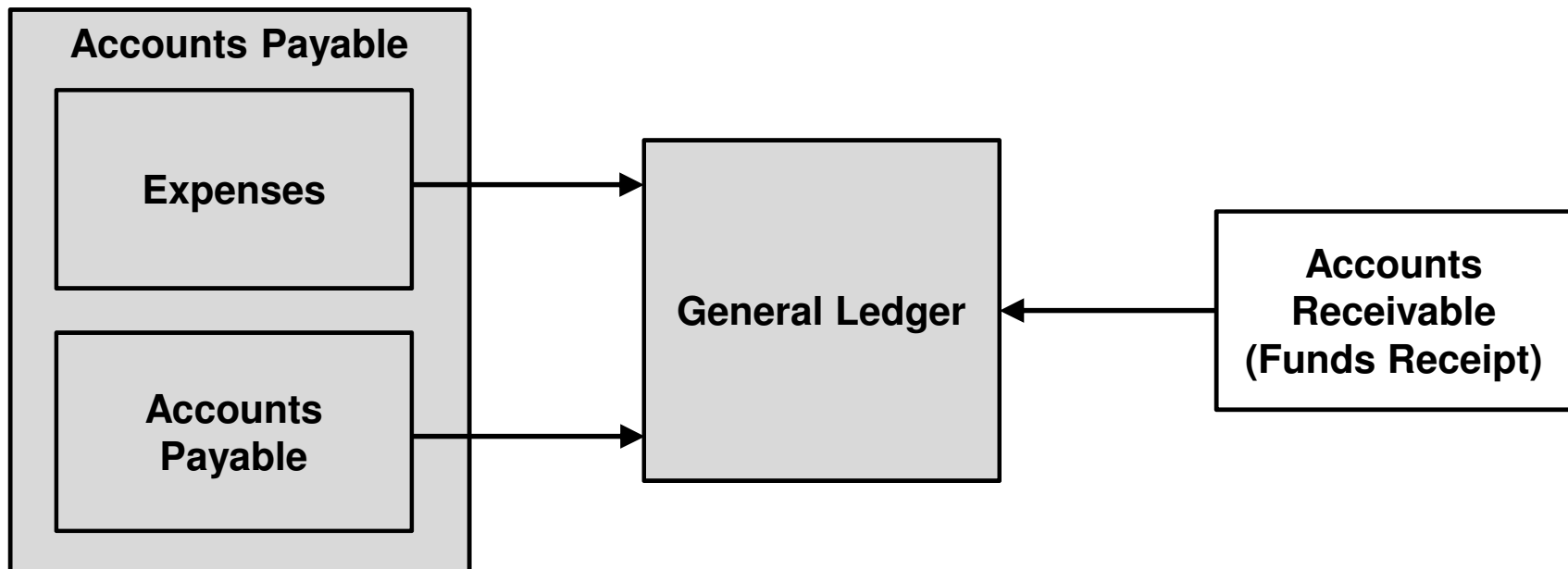


Accounts Receivable – Funds Receipts Overview and Cardinal Impacts



Cardinal System Map

Shown below is the Cardinal system map and how the Accounts Payable, Expenses, Accounts Receivable and General Ledger modules relate to each other.





Accounts Receivable Module and Process

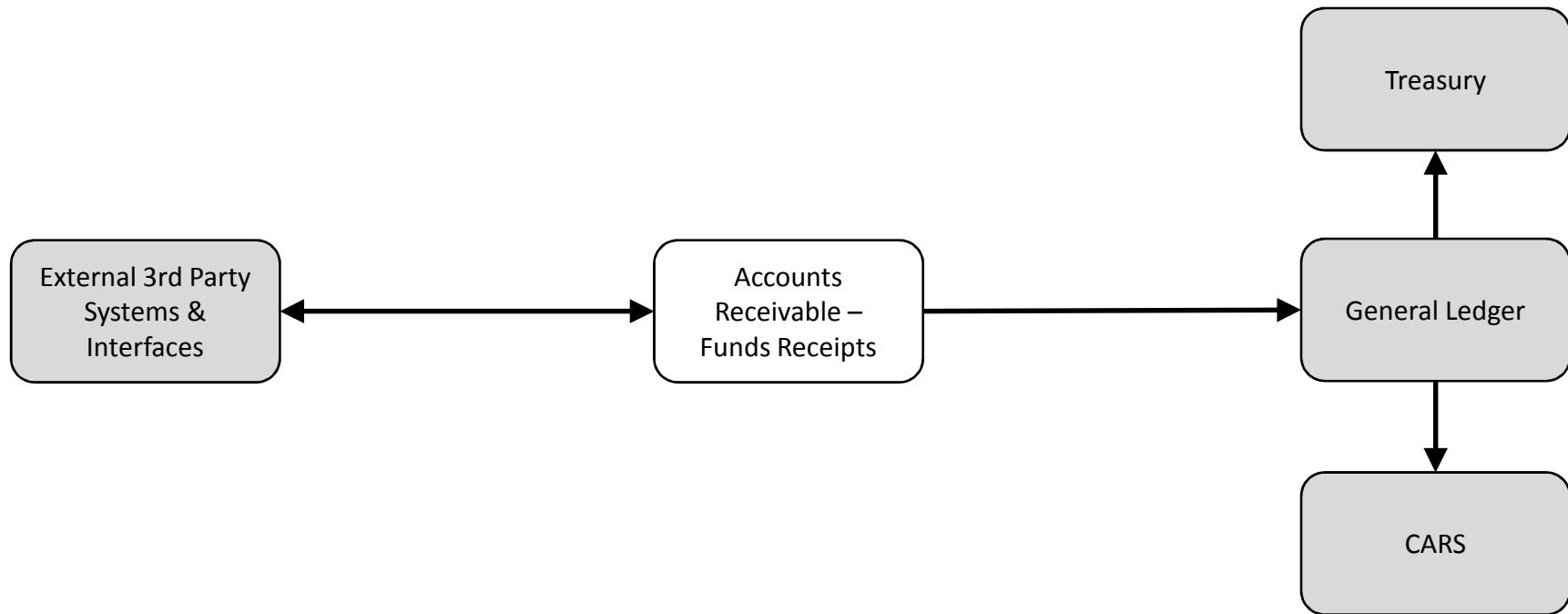
Accounts Receivable (AR) – Funds Receipts is the module in Cardinal which allows Commonwealth of Virginia (COVA) agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash) by creating direct journal entries for payments which then are sent to the General Ledger. In Part 3, the Accounts Receivable module is not being used to track outstanding receivables. Payments received are entered as miscellaneous receipts.

The Accounts Receivable process in Cardinal is:

- Funds Receipts



Accounts Receivable – Funds Receipts End-to-End Process





Process Definition: Funds Receipts

In Part 3, the Funds Receipts process allows Commonwealth of Virginia (COVA) state agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash) by creating direct journal entries for payments which then are sent to the General Ledger.

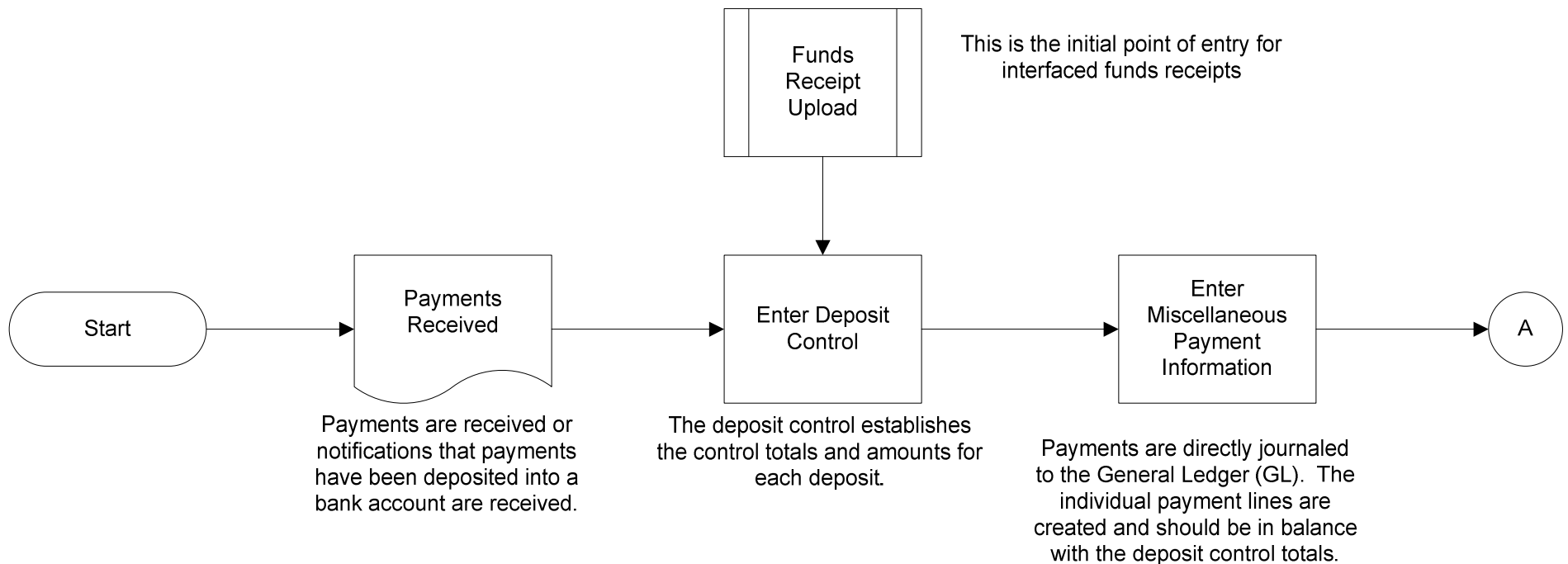
The Funds Receipts process includes the following sub-processes:

- Enter Deposits
- Process Direct Journals
- Finalize Deposits



Process: Funds Receipts

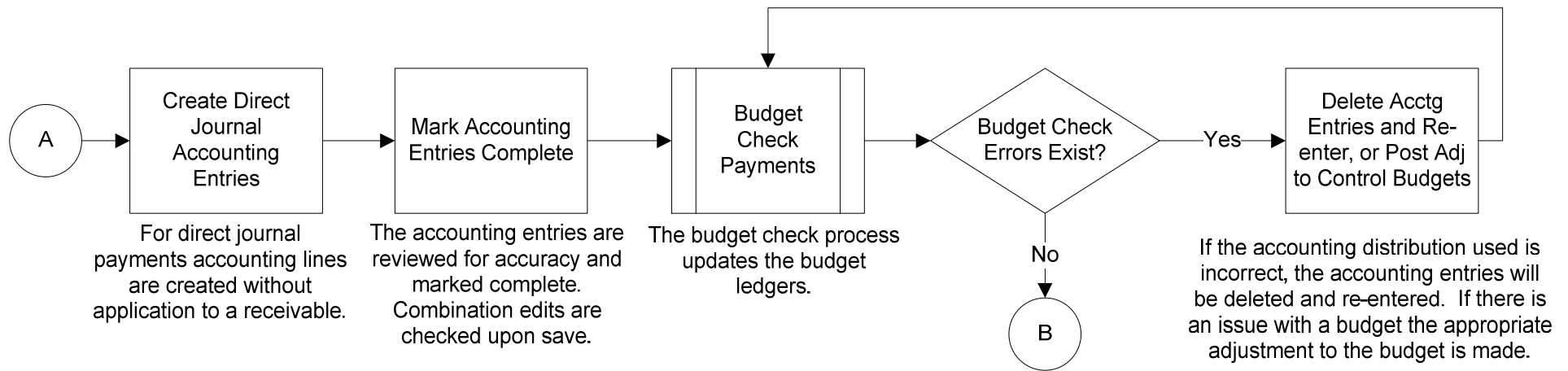
Sub-process: Enter Deposits





Process: Funds Receipts

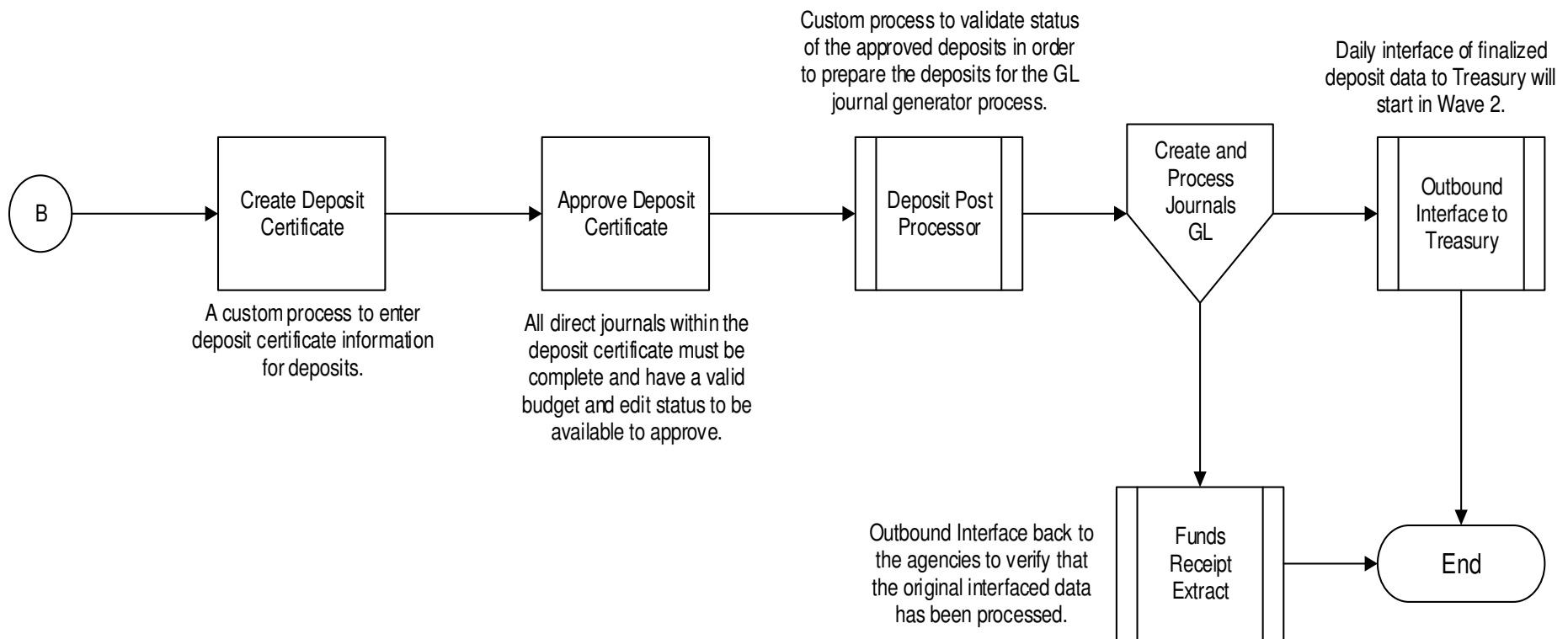
Sub-process: Process Direct Journals





Process: Funds Receipts

Sub-process: Finalize Deposits





Process Impacts: Funds Receipts

	Process Change	Impacts	Agency Considerations
AR01	<p>In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process whereas in CARS the entry was performed on one screen.</p> <ol style="list-style-type: none"> 1. Create a deposit and AR payment 2. Create accounting entry 3. Review accounting entry and mark complete 4. Budget check 5. Enter Deposit Certificate numbers 6. Approve deposit 7. Post deposit 	<p>You must complete all steps in the multi step process before the deposit information can be journal generated.</p> <p>Once the deposit has a valid Budget Status, it cannot be edited.</p> <p>Users need to understand the process to determine where the transaction is handed off to an approver.</p>	<p>What is your current process?</p> <p>How will you divide up the multi-step process among your staff?</p> <p>Will you need to update your agency's business processes for entering deposits?</p>



Process Impacts: Funds Receipts (continued)

	Process Change	Impacts	Agency Considerations
AR02	<p>Payments received from other state agencies are processed as deposits rather than IATs. A voucher is created in the AP module by the “paying” agency to create an EDI payment to the “receiving” agency. In the AR Module, a deposit is created to capture the inbound payment to the receiving agency. The state agency that submits the payment is reflected as a customer on the deposit.</p> <p>There is a Job Aid on the Cardinal website that lists customer numbers for all State Agencies.</p>	<p>Inter-Agency Transfers (IATs) are replaced by Agency to Agency transactions (ATAs) in Cardinal. You now only enter your agency's receipt of the payment.</p> <p>In Cardinal, each payment sent by a state agency comes through as an individual EDI remittance. This requires a separate deposit certificate for each payment, greatly increasing the volume for some agencies.</p>	<p>How many Agency to Agency transactions does your agency process for payments from other agencies? How often?</p> <p>Who in your agency will need to understand the new ATA process?</p> <p>Will you need to update your agency's business processes to reflect the change from handling IATs, now to handling ATAs?</p> <p>If you have a large number of EDI deposits, will you need to consider how you will manage the additional volume?</p>



Process Impacts: Funds Receipts (continued)

	Process Change	Impacts	Agency Considerations
AR03	<p>Petty cash transactions are tracked in Cardinal, not outside of the financial system.</p> <p>A separate petty cash Accounts Receivable Business Unit must be set up for each petty cash account (Agency Task #27).</p>	As agencies make deposits with petty cash, they must enter a deposit in Cardinal to record details (transparency reporting).	Will you need to update business processes for changes in how petty cash transactions are processed?
AR04	Interfaced deposit transactions that do not pass the Cardinal upload edits are not loaded into Cardinal.	<p>Users need to review the Funds Receipt Upload Error Report to identify errors and determine corrective actions.</p> <p>Errors must be corrected by either resubmitting the corrected data or by entering the deposit transaction online.</p>	<p>Who will be reviewing the Funds Receipt Upload Error Report?</p> <p>How will you correct the errors?</p>



Process Impacts: Funds Receipts (continued)

	Process Change	Impacts	Agency Considerations
AR05	Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for deposit transactions that are interfaced or entered online in Cardinal.	Users need to log into Cardinal to research, review, and correct errors online. Deposit transactions updated online will need agency level approval online in Cardinal.	Who will be reviewing the status of the deposit transactions that were uploaded or entered online in Cardinal? Who will correct the errors?



Enter Deposits

Impacts:

- AR01: In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process

Key Points:

- You must complete all steps in the multi step process before the deposit information can be journal generated
- Users need to understand the process to determine where the transaction is handed off to an approver

Favorites Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals Payments

Unit: 15100 Deposit ID: 234 [View Audit Logs](#) Delete Deposit

*Accounting Date: 03/06/2015

*Bank Code: 1100 6303

*Bank Account: TR01 4061802264994513

*Deposit Type: 1 000001

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Totals			
Control Total Amount:	50.00	*Count:	1
Entered Total Amount:	50.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	03/06/2015
*Entered:	03/06/2015
Posted:	
Assigned:	FINUSER25
User:	FINUSER25

Save Notify Refresh Add Update/Display

Totals | [Payments](#)



Enter Deposits (continued)

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: 15100 Deposit ID: 234 Date: 03/06/2015 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment ID: CHK001 *Accounting Date: 03/06/2015

Amount: 50.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Agency Transfer Attachments (0) View Audit Logs

Customer Information Find First 1 of 1 Last

Customer ID: 19400 Business Unit: Remit From: 19400 Remit SetID: STATE

Name: Department of General Services

Corporate: 19400 Corporate SetID: STATE

SubCust1: SubCust2: Link MICR

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference	Event
1			

Impacts:

- AR01: In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process
- AR02: Payments received from other state agencies are processed as deposits

Key Points:

- For ATAs, the **Customer ID** number identifies the agency submitting the payment
- There is a Job Aid on the Cardinal website that lists customer IDs for all State Agencies.



Process Direct Journals

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

[Accounting Entries](#) | [Deposit Control](#)

Unit: 15100 Deposit ID: 234 Payment: CHK001 Seq: 1

Amount: 50.00 USD

☐ Complete Entry Event:

Budget Status:

[Distribution Lines](#) [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[ChartFields](#) | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#)

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	FIPS	Agency
1	1 15100	Speed Type		USD						

Total
 Lines: 0 Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net: 0.000

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Accounting Entries](#) | [Deposit Control](#)

Impacts:

- AR01: In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process

Key Points:

- Accounting entries are entered here
- You can use the SpeedType as a shortcut to populate some ChartFields in the accounting distribution(s)



Finalize Deposits

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

Approve Deposits

*Deposit Unit: 15100

Deposit control Ticket Number: DC030615

Control Total Amount: 50.000 Control Count: 1

Bank Deposit Date: 03/06/2015 ☐ Do Not Send to CARS

WS Posted By: Approved By: FINUSER25 WS Posted Date: Approved Date: 03/06/2015

Deposit ID	Deposit Amount	Status	View Detail Status
1 234	50.000	Approved	

Set WS to Post Approve

Save Notify Add Update/Display

Impacts:

- AR01: In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process

Key Points:

- In this step, the approver creates and approves the deposit certificate



Review Deposits

Key Points:

- After the deposit is posted to the General Ledger, the Journal ID and Journal Date fields are populated on the transaction in AR

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Modify Accounting Entries](#)

[Directly Journalled Payments](#) | [Deposit Control](#)

Unit: 15100 Deposit ID: 234 Payment: CHK001 Seq: 1

Amount: 50.00 Currency: USD
 Base: 50.00 Currency: USD

☒ Complete Budget Status: Valid

Accounting Line Display
☒ Standard ☐ Supplemental (Entry Event) ☐ Both [Display](#)

Distribution Lines [Customize](#) | [Find](#) | [First](#) | [1-4 of 4](#) | [Last](#)

[ChartFields](#) | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#)

y	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
						User	Complete		AR00023292	03/06/2015
						Cash	Not Edited		AR00023293	03/06/2015
				TREAS	01000	InterUnit	Complete		AR00023292	03/06/2015
				15100	01000	InterUnit	Not Edited		AR00023293	03/06/2015

Total
 Lines: 4 Total Debits: 100.00 Currency: USD Total Credits: 100.00 Currency: USD Net: 0.00

[Save](#) [Return to Search](#) [Notify](#)

[Directly Journalled Payments](#) | [Deposit Control](#)



Petty Cash Deposits

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

[Accounting Entries](#) | [Deposit Control](#)

Unit: 151P0 Deposit ID: 3 Payment: CK001 Seq: 1

Amount: 52.20 USD

☐ Complete Entry Event:

Budget Status:

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bu
1	1 15100	-52.20	USD	4001014		09800	95400	107			
2	201 15100	52.20	USD	154601		09800	95400	107			

Total

Lines: 2 Total Debits: 52.20 Currency: USD Total Credits: 52.20 Currency: USD Net: 0.00

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Accounting Entries](#) | [Deposit Control](#)

Impacts:

- AR03: As agencies make deposits with petty cash, they must enter a deposit in Cardinal to record details (transparency reporting).



Review Deposit Errors

Report ID: AR731

Commonwealth of Virginia
FUNDS RECEIPT UPLOAD ERROR REPORT

Run Date: 05/09/2014

Run Time: 01:50 00

Page No. 1 of 11

Submitting AR BU: 50500
Upload Date Range: 07-MAY-2014 to 09-MAY-2014

File Name: 50500_AR039_IN_05062014_1244_024.dat
Upload Date: 07-MAY-2014

Deposit BU: 41100

Agency Dep

Acc Date	Cert Nbr	Pymnt ID	Pymnt Seq Nbr	Dist Line Nbr	Error Field Name	Field Value	Error Description
06-MAY-2014	02AR032S		0	0	DEPOSIT_BU	41100	Not a valid transaction BU for submitting BU 50500
	02AR032S	CREDIT4	1	1	DEPTID	925	ChartField error for: 925, Field Name: Department, Prompt Table: DEPT_TBL

Deposit BU: 50500

Agency Dep

Acc Date	Cert Nbr	Pymnt ID	Pymnt Seq Nbr	Dist Line Nbr	Error Field Name	Field Value	Error Description
06-MAY-2014			0	0	V_DC_TICKET_NBR		No value provided for required field V_AR039_DC_STG.V_DC_TICKET_NBR
	02AR032T	CHECK4	1	0	PAYMENT_METHOD	CH	Invalid Payment Method for Business Unit: 50500 and Deposit ticket number: 02AR032T
30-JUN-2013	02AR032U		0	0	ACCOUNTING_DT	06/30/2013	Accounting Date (2013-06-30) is not within the open period: fiscal year 2014 period 10 to fiscal year 2014 period 12.
04-MAY-2014	02AR032V		0	0	V_DC_TICKET_NBR	02AR032V	Duplicate Deposit ticket number found in file for Business Unit: 50500 and Deposit ticket number: 02AR032V
04-MAY-2014	02AR032V		0	0	V_DC_TICKET_NBR	02AR032V	Duplicate Deposit ticket number found in file for Business Unit: 50500 and Deposit ticket number: 02AR032V
04-MAY-2014	02AR032V		0	0	CONTROL_CNT	1	The control count does not equal to total payment count for Business Unit: 50500 and Deposit ticket number: 02AR032V
04-MAY-2014	02AR032V		0	0	CONTROL_CNT	1	The control count does not equal to total payment count for Business Unit: 50500 and Deposit ticket number: 02AR032V
04-MAY-2014	02AR032V		0	0	CONTROL_AMT	1000	The sum of payment amount does not equal to corresponding deposit control amount for Business Unit: 50500 and Deposit ticket number: 02AR032V

Impacts:

- AR04: Users need to review the Funds Receipt Upload Error Report to identify errors and determine corrective actions. Errors must be corrected by either resubmitting the corrected data or by entering the deposit transaction online.



Review Deposit Errors (continued)

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

Misc. Payment Exceptions | Line Exceptions

Deposit Unit: 15100 Deposit ID: 226 Payment Sequence: 1

*Exception Type: Error ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows: 100

Search [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Details	15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	Details	15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Misc. Payment Exceptions](#) | [Line Exceptions](#)

Impacts:

- AR05: Users need to log into Cardinal to research, review, and correct errors online. Deposit transactions updated online will need agency level approval online in Cardinal.



Business Process Activity: Funds Receipt

Briefly review the material covered in the Funds Receipt business process section. Within your group, review the change impact below and discuss the questions. Use the activity worksheets to record your responses (15 minutes). Be prepared to share what your group has listed with the rest of the workshop attendees.

AR01: In Cardinal, a deposit is entered into the Accounts Receivable module using a multi-step process whereas in CARS the entry was performed on one screen.

1. Create a deposit and AR payment
2. Create accounting entry
3. Review accounting entry and mark complete
4. Budget check
5. Enter Deposit Certificate numbers
6. Approve deposit
7. Post deposit

Agency Specific Procedures

- Does your agency segregate who enters the deposit information and who approves the deposit? If so, how is this impacted by the Cardinal Funds Receipt process? Do you need to revise your internal process?
- Does your agency receive a high volume of payments from other agencies? If so, do you need to revise your internal process?

Agency Specific Forms

- Do you need to update, develop new, or eliminate any internal agency forms for the Funds Receipt process?

Agency User Responsibilities

- Who enters deposit information today in your agency?
- Who approves deposits today in your agency?
- Who in your agency is going to enter the deposit information and who will approve the deposit in Cardinal?
- Who in your agency will correct deposit errors?



Agency Business Process Tasks



Prepare Agency Impact Analysis (Task #42)

Task #42 will help you assess Cardinal's impact on your daily operations. Be sure to solicit input from your subject matter experts when completing this task. Each assembled agency will submit one **Agency Impact Analysis Worksheet** which includes all functional areas.

Complete the **Impact Analysis** and **Action Plan** sections of the **Agency Impact Analysis Worksheet** and submit them to the Cardinal Project no later than **May 29, 2015**.

Impact Analysis Accounts Payable					Task #42: Prepare Agency Impact Analysis; Due 5/29/15						
					Impact Analysis					Action Plan	
ID	Business Process	Process Change	Impact	Agency Considerations	Agency Specific Policies	Agency Specific Procedures	Agency Specific Forms	Agency User Responsibilities	Level of Impact (H,M,L,N)	Action Plan	Target Resolution Date
AP05	Establish and Maintain Vendors	In Cardinal, you can identify vendors who have liens by using a location which is set up by the CVG. Vendor vouchers are put on hold for agency liens and then vouchers are manually updated to offset the payment.	In Cardinal, a lien location must first be created by CVG. This is a manual process. Agencies need to track the original lien amount, vouchers, and the corresponding amount that offsets the original liability.	Will you need to update your agency's business processes to track and request vendor and lien processing?	N/A - not an agency policy	N/A - not an agency procedure	N/A - no forms affected	This will affect Fido's responsibilities (he maintains the current tracker). Sylvester will need to be aware and supervise this change.	Medium	Update desk procedure for vendor liens Update the tracker to incorporate these changes.	9/15/15



Agency Impact Analysis Examples from Wave 1

See Handout

	Task #42: Prepare Agency Impact Analysis; Due 5/29/2015										
	Impact Analysis										
	ID	Business Process	Process Change	Impact	Agency Considerations	Agency Specific Policies	Agency Specific Procedures	Agency Specific Forms	Agency User Responsibilities	Level of Impact (H,M,L,N)	Steps to Address Impact
1	Impact Analysis General Ledger										
2											
3											
4	GL01	System Setup and ChartFields	Some Cardinal ChartField values differ from the Chart of Account elements used in CARS.	Your staff needs to learn the new ChartField values and structure in order to transact in Cardinal.	How will you communicate your new Chart of Accounts structure and values to your agency? How will these changes impact existing agency-based systems and processes that currently use CARS Chart of Accounts values? Which agency-maintained ChartFields did your agency select?	N/A-not an agency policy	Cost code approval listing-update coding; Object code listing-maybe update (Eva not changing, so may want to only update internal fiscal docs); Payroll procedures -update how the coding should be in CIPPS for splitting funding sources (no longer can have 1 CC w/ multiple funds-must be 1 to 1 so crosswalk from CIPPS to Cardinal works).	Form 117 (requisition)-add project code and Dept code to form; Form 022 (request for Billing)-update with dept, cost code (if chgs), and revenue codes with prefixes and suffixes; Form 154 (SPCC log)-update to add Dept, Project, MPC, and Fund;	All fiscal staff and procurement staff will need to learn new coding for Cardinal. They will also need to know how the old codes will crosswalk to the new COA since EVA won't change and orders will need to be entered with old codes for some fields in eVA. EVA needs to be updated for grants by removing cost codes and adding project codes when applicable. New cost centers need to be added to CARS now for conversion & to CIPPS before we go live for processing cost centers that have more than one funding source. We must send Payroll Bureau new codes for each employee so they can be updated. PIMS will need to be updated by HR. Coding sheets and intranet will need to be updated with new coding (keeping old coding to show crosswalk).	High	Once all coding sheets have been updated, hold meetings with fiscal and other stakeholders to explain the new COA and the crosswalk from the old COA.
5	GL03	System Setup and ChartFields	Cardinal uses Tree functionality as part of its structure. Trees provide a link between the Cardinal	Before values are added on trees, you need to understand data relationships for departments and implications of how those	What data relationships for departments exist in your agency? How can you structure tree relationships to optimize reporting	N/A-not an agency policy	Update desk procedures to reflect that the "tree" must be updated any time a department is added or modified. Tree updates are done by	none	Update desk procedures to reflect the changes with the new "tree functionality". Receive training on how the tree is used for receiving reports we may need.	Medium	Update internal procedures



Prepare Agency Impact Communication Plan (Task #43)

Task #43 outlines the plan on how you will communicate your agency impacts to your users and stakeholders. Be sure to think through the most effective communication medium for each impact. Each assembled agency will submit one **Agency Impact Analysis Worksheet** which includes all functional areas.

Complete the **Communication Plan** section of the **Agency Impact Analysis Worksheet** and submit it to the Cardinal Project no later than **June 26, 2015**.

Assembled Agency Number / Name: 50 - 000 Dept of Cats & Dogs						
Task #43: Prepare Agency Impact Communication Plan; Due 6/26/2015						
Communication Plan						
Type (meeting, email, etc.)	Target Communication Date	Audience	Presenter/ Sender	Outstanding Questions	Status	Additional Notes
Department email	8/22/15	Fido department	Sylvester Katz		0-Not Started	



Completing the Agency Impact Analysis Worksheet

The **ID**, **Business Process**, **Process Change**, **Impact** and **Agency Consideration** columns are pre-populated.

Task #42; Prepare Agency Impact Analysis: Due May 29, 2015

Impact Analysis

- For each **Impact Area**, enter agency-specific impacts and the **Level of Impact** (high, medium or low based on the number of people affected, complexity of change, frequency of process occurrence, significance to your agency's operation / mission)
 - Compare your agency's current internal processes to the Cardinal business processes
 - Determine whether each of the identified impacts affects your agency and, if so, to what extent
 - Identify the related agency specific policies, procedures, forms, and user responsibilities
 - Consider additional impacts that may affect your agency

Action Plan

- Use the **Impact Action Plan**, **Target Due Date**, and **Responsible Person** columns to identify how you will address the impact, create an action plan, and assign a target due date and owner
- Use the **Status** column to track progress

Task #43; Prepare Agency Impact Communication: Due June 26, 2015

Communication Plan

- Use the **Type**, **Target Communication Date**, **Audience**, and **Presenter/Sender** columns to identify a communication plan, and assign a target due date and owner
- Use the **Outstanding Questions** column to document items needing additional consideration
- Use the **Status** column to track progress



Agency Impact Analysis Task #42 and #43 - Next Steps

- Download the Agency Impact Analysis Worksheet from the Change Network SharePoint in the Tasks folder
 - <https://share.virginia.gov/sites/cardinal/SitePages/Home.aspx>
- Complete the **Impact Analysis** and **Action Plan** sections of the **Agency Impact Analysis Worksheet** (GL/AP/AR) and upload it to the Change Network SharePoint no later than **May 29, 2015**
- Complete the **Communication Plan** section of the **Agency Impact Analysis Worksheet** (GL/AP/AR) and upload it to the Change Network SharePoint no later than **June 26, 2015**
- Contact your Agency Readiness Liaison with questions as needed



Role Mapping Overview



Role Mapping

Role mapping is the process by which agencies assign specific roles to their Cardinal users. Cardinal roles define the end users' access, the functions they can perform in Cardinal, and the screens and data that are available when working in Cardinal, including:

- View, enter and/or process transactions in Cardinal
- Approve transactions in Cardinal (journals, vouchers, expenses, etc.)

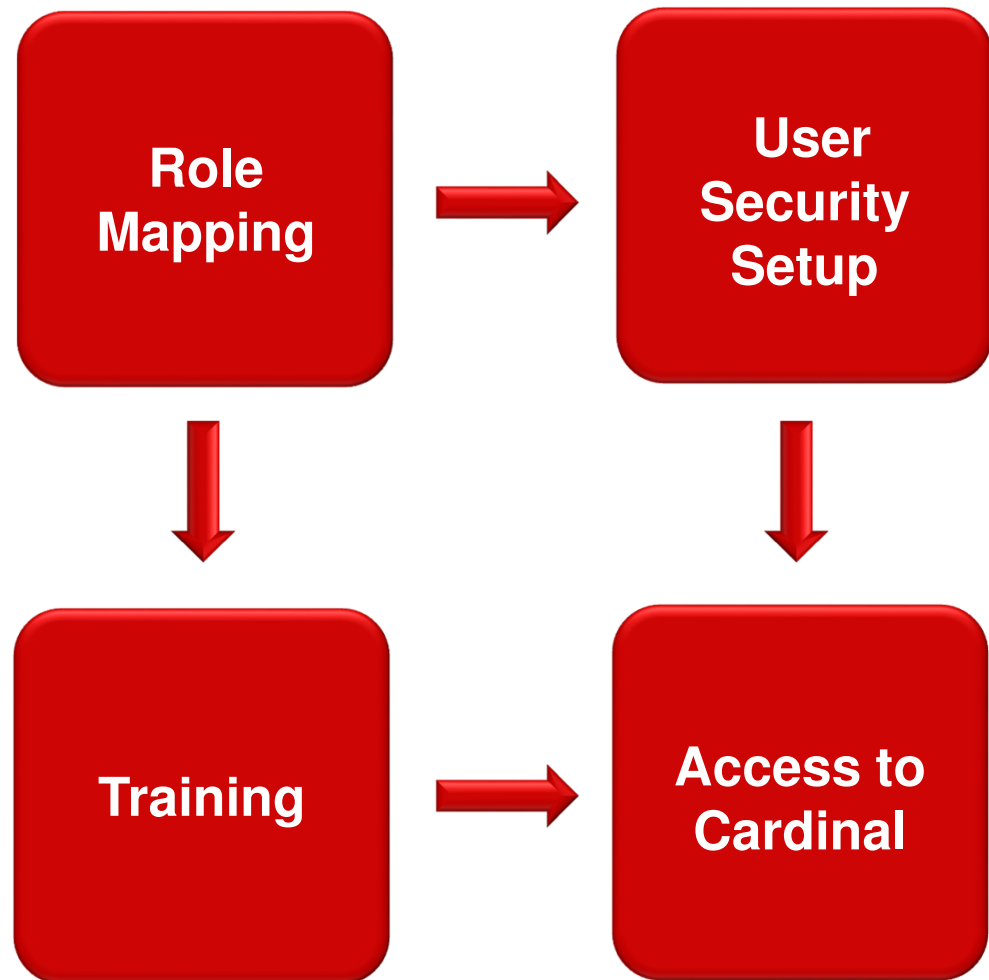
Role mapping is a critical step toward providing each user with access they need to Cardinal.



Why Role Mapping Matters

Role mapping results will be used to:

- Configure security for all users
- Determine training courses each Cardinal user will need to complete
- Set up users for access to Cardinal





Role Mapping Responsibilities: Change Network

Change Network Members involved:

- Primary Contacts
- Security Contacts
- Functional SMEs

Activity	Time Frame
Attend Workflow Workshops and complete workflow tasks (Task IDs #33, #36, #37)	March – April 2015
Attend Role Mapping Workshops (Task ID #50)	July 2015
Complete Role Mapping worksheet(s) by assigning Cardinal user roles to end users for your assembled agency (Task ID #51A)	July – August 2015
Update Role Mapping worksheet(s) for your assembled agency (Task ID #51B)	November – December 2015



Project Resources

- Cardinal Project website: <http://www.cardinalproject.virginia.gov>
- Cardinal Project Email Address: ProjectCardinal@DOA.virginia.gov
- Change Network SharePoint Site:
<https://share.virginia.gov/sites/cardinal/SitePages/Home.aspx>



Appendix



General Ledger Job Aids

(Currently available on Cardinal Website)

- Agency to Agency Transactions Information Sheet
- Chart of Accounts Overview
- Chart of Accounts Mapping
- Combination Edits Review Tools
- Crosswalk from FAACS Transaction Codes to Cardinal Accounts
- Extract GL Journals - CARS Interface
- GL Journals - Posting CARS Activity
- Journal Interface Processing
- Reconciling Cardinal to CARS
- Uploading Spreadsheet Journals
- Uploading Spreadsheet Budget Journals



Accounts Receivable Job Aids

(Currently available on Cardinal Website)

- Agency to Agency Transactions Information Sheet
- Bank Code Crosswalk
- Funds Receipt Interface Processing
- Correcting Deposits and Accounting Entries



General Ledger Templates and Forms

- Budget Journal Entry
- Create/Update Project Request
- ChartField Maintenance – Account
- ChartField Maintenance – Agency Use 1
- ChartField Maintenance – Agency Use 2
- ChartField Maintenance – Asset
- ChartField Maintenance – Cost Center
- ChartField Maintenance – Department
- ChartField Maintenance - FIPS
- ChartField Maintenance – Fund
- ChartField Maintenance – Program
- ChartField Maintenance – Task
- Journal Entry
- GL Journal Spreadsheet Upload Excel Template
- GL Journal Spreadsheet Upload XLA Macro File
- Budget Journal Spreadsheet Upload Excel Template
- Budget Journal Spreadsheet Upload XLA Macro File



Accounts Receivable Templates and Forms

- Funds Receipt Transmittal



General Ledger Key Terms

Account Type – An account type designates a balance sheet or revenue/expenditure account. Account types in Cardinals include asset, expense, liability, transfer, equity, and revenue. These account types determine whether balances are carried forward during year-end processing.

Accounts Payable – The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable – The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

Agency Level Budget – A budget set up and maintained by the agency. Agencies can set up operating, project, revenue estimate, and lower-level budgets.

Agency to Agency Transaction (ATA) – In Cardinal, ATAs are handled in one of three different ways depending on the type of transaction. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.



General Ledger Key Terms (continued)

Budget Checking –An online or batch process that compares transactions to related budget ledgers to ensure budgets exist and/or amounts do not exceed the controlling budgets. Transactions may pass, fail, or pass with a warning.

Budget Journal – A transaction that establishes or updates budget amounts in Cardinal.

Budget Ledger – A budget ledger defines the type of budget (i.e. expenditure or revenue) and the type of transactions (i.e. budget, expense or collected revenue) that will be recorded on the ledger.

Budget Structures – A budget structure defines the processing rules for each budget ledger.

Business Unit – An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

ChartField – A field on the Chart of Accounts. It represents one category of data (e.g., Fund, Department, Account, etc.), with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.



General Ledger Key Terms (continued)

Commitment Control – Enables the tracking or controlling of expenses against budgets and revenues against estimates.

Combination Edits – Rules that determine which ChartField values are required, or not allowed, in combination in order for an accounting entry to be posted.

Control ChartField – Used to determine whether or not the transaction will be subject to a Budget Structure. A Budget Structure can have only one Control ChartField. For Example, for the Appropriation Budget Structure, Fund is the Control ChartField.

General Ledger – The module that contains all the ledgers (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Journal – An entry used to post accounting entries to a ledger.

Ledger and Ledger Group – A record of monetary transactions by account (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A ledger group is a group that includes ledgers that have a common physical structure. Each ledger within the ledger group shares a common physical structure based on the ledger template.



General Ledger Key Terms (continued)

nVision – Report format that allows you to display data in Excel, and provides the ability to drill-down and manipulate data. nVision reports are run in batch overnight.

Parent/Child Budget – A tool used to define a budget hierarchy between higher and lower level budgets. A parent budget may have one or more child budgets. The budget amounts for all child budgets together cannot exceed the amount of their parent's budget.

Post Production Support (PPS) – Cardinal Team responsible for maintaining the Cardinal system after go-live.

Posting – Posting creates the accounting entries for journals. When an entry is free of errors, it can be posted.

Run Control ID– An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.



General Ledger Key Terms (continued)

SetID –A SetID value is used to segregate a particular set of rules that are applicable to a Business Unit. An identification code that represents a set of control table information or TableSets. It provides an efficient way of sharing business rules among Business Units.

SpeedType – A shortcut that auto populates some ChartFields on a transaction

TableSet – A group of tables (records) necessary to define an agency's structure and processing options.

Tree – A tool used to set up hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

Tree Structure – A tree structure defines the groupings and hierarchical relationships between ChartField values in the same database table.

Workflow – A means of routing transactions through Cardinal to the appropriate Worklist for review and/or approval. A workflow path may include more than one approval, depending on the type of transaction or other specified criteria.



Accounts Receivable Key Terms

Accounts Payable – The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable – The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

Agency to Agency Transaction (ATA) – In Cardinal, ATAs are handled in one of three different ways depending on the type of transaction. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.

Budget Checking – The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.



Accounts Receivable Key Terms (continued)

Business Unit – An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Combination Edits – Rules that determine which ChartField values are required, or not allowed, in combination in order for an accounting entry to be posted.

Commitment Control – Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.

Customer ID – The number that identifies the entity submitting the payment

Deposit Certificate Number – A unique number from the deposit slip provided by the bank. Keyed into Cardinal to uniquely identify the deposit when entering a funds receipt transaction.

Deposit Control – Tool that establishes the control totals and amounts for each deposit.

Deposit Type – Value that is used to categorize different types of deposits in the system. In Cardinal, the deposit type equates to the CARS multipurpose code and defaults from the bank configuration. Deposit Types must be specified when entering a deposit online.

Deposit Unit – Element that defines the agency to which a deposit will be credited.



Accounts Receivable Key Terms (continued)

Direct Journals – Entry used to enter payments in the Accounts Receivable module.

Direct Journal Payments – Payments that do not correspond to receivable established in Cardinal. Cardinal refers to these payments as directly journalled entry payments and treats them as miscellaneous cash receipts.

Electronic Payment – Payments from EDI transmissions and EFT payment files that are routed to the treasury.

Funds Receipt – The process that allows the Commonwealth of Virginia (COVA) agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g. petty cash) by creating direct journal entries for payments that will be sent to the General Ledger.

General Ledger – The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Payments – In the Accounts Receivable module, this term refers to funds (via cash, check, electronic transfers, etc.) received from a customer.



Accounts Receivable Key Terms (continued)

Payment Status – Code that identifies a payment’s status as it is processed. A direct journal has a payment status of “unidentified” when entered as a regular deposit, implying that no customer or item is referenced on the payment. The status changes to “Directly Journalled” when the accounting entries are created and marked complete.

Post Production Support (PPS) – Cardinal Team responsible for maintaining the Cardinal system after go-live.

Posting – Process that creates the accounting entries for vouchers, cash advances, expense reports and payments. When an entry is free of errors, it can be posted.

Run Control ID– An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

SpeedType – A predetermined chart of accounts value string which populates the accounting distribution line when entered on a transaction.



General Ledger User Roles in Cardinal

Role Title	Role Description
Journal Processor	This role has access to: <ul style="list-style-type: none">• Enter online journals• Enter spreadsheet journals• Edit journals online• Budget check journals online• Copy a journal• Execute Spreadsheet Upload process (batch process)• Review Budget check exceptions
Journal Approver	This role has access to: <ul style="list-style-type: none">• Approve Journals• Post journals through batch process or online• Review journal lines• Execute Spreadsheet Upload process (batch process)• Execute Journal Edit through batch process• Execute Journal Budget Check through batch process
Agency ChartField Administrator	This role has access: <ul style="list-style-type: none">• Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2)• Maintain SpeedTypes/SpeedCharts



General Ledger User Roles in Cardinal (continued)

Role Title	Role Description
Budget Processor	The Budget Processor is responsible for processing budget journals for agency-level budgets. This role has access to: <ul style="list-style-type: none">• Enter budget journals, budget transfers and budget adjustments• Upload journals using the Spreadsheet Budget Journal upload• Review and correct budget journal errors
Budget Approver	The Budget Approver is responsible for Agency-level Budgets. This role has access to: <ul style="list-style-type: none">• Post budget journals through online or batch process• Delete budget journals through online or batch process• Post budget transfers and adjustments• Override agency level budget exceptions• Upload spreadsheet budget journals
General Ledger nVision Executer	This role has access to: <ul style="list-style-type: none">• Maintain the scope of nVision reports• Create nVision report requests
CAFR Processor	This role has access to: <ul style="list-style-type: none">• Enter and report on CAFR ledgers (Cash, Modified Accrual, Full Accrual)



Accounts Receivable User Roles in Cardinal

Role Title	Role Description
Funds Receipt Processor	This role has access to: <ul style="list-style-type: none">• Enter deposits for miscellaneous payments• Enter direct journal accounting entries for deposits
Funds Receipt Manager	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: <ul style="list-style-type: none">• Review and Complete direct journal accounting entries• Budget Check journal entries online• Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury



General User Roles in Cardinal

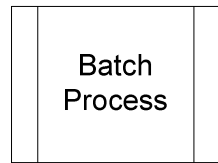
Role Title	Role Description
Cardinal Viewer	This role has access to: <ul style="list-style-type: none">• Read-only pages in Cardinal deemed to be exclusive of sensitive data
Cardinal Reporter	This role has access to: <ul style="list-style-type: none">• Run reports in Cardinal deemed to be exclusive of sensitive data
Cardinal PeopleSoft User	Default role given to all users for access in the system. This role has access to: <ul style="list-style-type: none">• Run public queries deemed to be exclusive of sensitive data



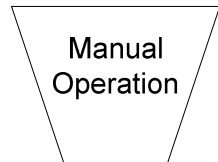
Business Process Flow Legend



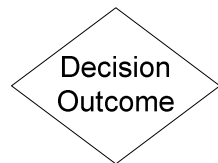
Represents an interface or a process step that is performed within Cardinal.



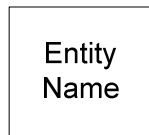
Represents a batch process within Cardinal.



Represents a process or step that is performed manually.



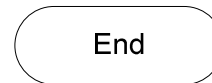
Represents the possible outcomes of a decision or analysis.



Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information



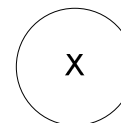
Indicates point at which the process begins. Does not represent any activity.



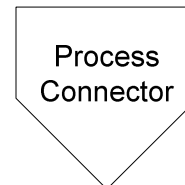
Indicates point at which the process ends. Does not represent any activity.



Represents a document of any kind, either electronic or hard copy



On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.



Inter Process Connector. Used to connect steps between business processes.